

AGREEMENT  
Between  
~~THE BOARD OF EDUCATION~~  
~~TOWNSHIP OF CRANFORD~~  
COUNTY OF UNION  
and  
CRANFORD EDUCATION ASSOCIATION

Commencing: July 1, 1988 -  
Terminating: June 30, 1990

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- SCHEDULE A - Salary Policies for Non-Administrative Instructional  
Staff, Effective July 1, 1988 through June 30, 1990
- SCHEDULE B - Salary Schedule for Coaches,  
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- SCHEDULE C - Salary Schedule for Non-Athletic Extra Assignments  
Including Intramurals, Effective July 1, 1988  
through June 30, 1990
- SCHEDULE D - Salary Policies for Building Services Personnel,  
Effective July 1, 1988 through June 30, 1990
- SCHEDULE E - Salary Policies for Office Personnel,  
Effective July 1, 1988 through June 30, 1990
- SCHEDULE F - Salary Schedule for Aides and Attendance Officer,  
Effective July 1, 1988 through June 30, 1990

## PREAMBLE

This Agreement entered into this eighth day of August, 1988, by and between the Board of Education of the Township of Cranford, in the County of Union, New Jersey, hereinafter called the "Board", and the Cranford Education Association, hereinafter also called the "Association".

## WITNESSETH

WHEREAS, the Board and the Association have an obligation, pursuant to Chapter 303, Public Laws 1968 as amended by Chapter 123, Public Laws of 1974, to negotiate with respect to the terms and conditions of employment, and

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement.

In consideration of the following mutual covenants, it is hereby agreed as follows:

## PURPOSE

The general purpose of this Agreement is in the mutual interest of the Board of Education and its employees to record the terms of the Agreement between the parties signatory hereto arrived at through collective bargaining with respect to rates of pay and other conditions of employment.

The parties signatory hereto recognize that mutual understanding, harmony and cooperation among the employees, covered by this Agreement, and their representatives and the Board of Education is necessary and essential to the furnishing of the public services required of the Board of Education and its employees.

## ARTICLE 1

### RECOGNITION

Pursuant to the provisions of Chapter 303 of the Laws of 1968, as amended by Chapter 123 of the Laws of 1974, the Cranford Board of Education hereby recognizes the Cranford Education Association as the majority representative and as exclusive representative for collective negotiations concerning terms and conditions of employment for the following certificated personnel under contract or on leave, now employed or as shall hereafter be employed by the Board: teachers, librarians, learning disability teacher consultants, nurses, social workers, guidance counselors, and psychologists; and the following non-certificated personnel under contract or employment, now employed or as shall hereafter be employed by the Board: secretaries, clerks, custodians and maintenance personnel, clerical aides, classroom aides and attendance officer, but excluding: Superintendent of Schools, Assistant Superintendent of Schools, Director of Special Services, principals, assistant principals, directors, department chairpersons, Secretary of the Board, school business administrator, business office manager, doctors and dentists, school plant engineer, substitutes, home and supplementary instructors, secretary to the Superintendent of Schools, secretary to the Board Secretary and two secretaries to the Assistant Superintendent of Schools.

## ARTICLE 2

### NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 303, Public Laws of 1968, as amended by Chapter 123, Public Laws of 1974, in a good faith effort to reach agreement on all matters concerning the terms and conditions of employees' employment. Such negotiations shall begin on a date mutually agreed upon by both parties no sooner than December 1. Any agreement so negotiated, shall apply to all employees, be reduced to writing, and be signed by the Board of Education and the Association after ratification by the Association and the Board of Education.
- B. During the negotiation, the Board and the Association shall present relevant data, present points of view and make proposals and counterproposals. The Board shall make available to the Association for inspection all pertinent records, data and information of the Cranford School District, except confidential information. As soon as it is available, the Board shall provide the Association with a complete tentative line budget for the next fiscal year.
- C. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counterproposals in the course of negotiations. Nothing herein shall be construed as a delegation of the authority of the Board of Education to its representatives.

All meetings between the parties shall be scheduled to take place when people employed in their respective units are free from assigned responsibilities and duties unless otherwise agreed.
- D. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce or otherwise detract from any employee benefit existing prior to its effective date.
- E. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiation. During the term of this Agreement neither party shall be required to negotiate with respect to any material, whether or not covered by this Agreement and whether or not the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.
- F. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

## ARTICLE 3

### GRIEVANCE PROCEDURE

#### A. Definitions

1. There shall be two types of grievances; the first type of grievances shall permit the Association or an employee to present a complaint concerning the interpretation or application of policies or administrative decisions affecting said employees; the second type of grievances shall be defined as a complaint alleging a violation or misinterpretation of this Agreement. Only those complaints alleging a violation or misinterpretation of this Agreement may be submitted to arbitration as hereinafter provided for.
2. A "grievant" is the person or persons making the complaint.
3. All matters related to discharge or reduction in pay shall not be the subject of a grievance or arbitration, but shall be processed by the grievant to the Commissioner of Education as provided for under Title 18A:1 et seq. as amended.
4. A complaint of a non-tenure employee which arises by reason of his/her not being re-employed, or a complaint by any employee occasioned by lack of appointment to, or lack of retention in any position for which tenure either is not possible or not required may not be appealed further than to the Board of Education and shall not be the subject to any arbitration proceeding.

#### B. Procedure

1. A grievance to be considered under this procedure must be initiated by a grievant within thirty (30) calendar days from the time when the grievant is apprised of the occurrence constituting the grievance.
2.
  - a. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits may be deemed to be a waiver of further appeal of the decision.
  - b. It is understood that an employee grievant shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been duly determined.
3. An employee who has a grievance as defined in Article 3, A.1., shall first submit a written statement of the grievance and the remedy sought to his/her principal (or immediate superior, if applicable) in an attempt to resolve the grievance at this level. The principal or immediate superior shall schedule a discussion of the matter and render a written decision within ten (10) school days after receipt of the written grievance.
4. The employee grievant, no later than ten (10) school days after receipt of the decision of his/her principal or other immediate superior, may appeal the decision to the Superintendent of Schools. The appeal to

the Superintendent must be made in writing specifying: (a) the nature of the grievance; (b) the nature and extent of any injury, loss, or inconvenience; (c) the results of previous discussions; (d) his/her dissatisfactions with decisions previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed fifteen (15) school days from the receipt of the appeal. The Superintendent shall communicate his/her decision in writing to the employee grievant, to the Association and to the principal or other immediate superior.

5. If the grievance is not resolved to the grievant's satisfaction, he/she no later than ten (10) school days after receipt of the Superintendent's decision, may request a review by the Board of Education. The request shall be submitted in writing through the Superintendent of Schools who shall attach all related papers and forward the request to the Board of Education. The Association shall have the right and option to request three (3) hearings be held during each contract year by the Board of Education at which time the Association shall be permitted to bring the grievance directly to the Board of Education which shall hold a hearing within thirty (30) days from the date of the request. After three (3) hearings have been held, the Association may request the Board to hold additional hearings which the Board at its sole option may agree to hear or conduct provided, however, if it permits the hearing to be held, it shall be before a Committee selected by the Board of its members and shall not be held before the entire Board of Education. The Committee, if it hears a grievance, will make a recommendation concerning the same to the Board as a whole. After a hearing has been held, the Board shall review the grievance and render a decision in writing and forward copies thereof to the grievant and to the Association within thirty (30) days following the hearing, or if no hearing is held thirty (30) days following receipt of the appeal. The hearings shall not be plenary in nature and shall only permit the grievant and/or his/her representative to present whatever evidence the grievant and/or the representative deems appropriate; this shall not include any right to cross-examine any members of the Board of Education, administrators or staff members.
6. If a decision of the Board does not resolve the grievance to the satisfaction of the employee grievant, and he/she wishes further review of the grievance, he/she shall so notify the Association within ten (10) school days of the receipt of the Board's decision. If the Association determines that the grievance should be reviewed, it shall so advise the Board through the Superintendent within twenty (20) school days of the receipt of the Board's decision. A request by the Association or the Board shall then be made to the American Arbitration Association, New York Office only, which shall not be referred to the New Jersey Regional Office. The decision of the Arbitrator shall be final and binding upon the parties.
7. Rights of Employees to Representation:
  - a. Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself or at his/her option, by the Association or by a representative selected or approved by the Association.

- b. When an employee is not represented by the Association in the processing of a grievance, the Association shall, at the time of submission of the grievance to the Superintendent or any later level, be notified by the Superintendent that the grievance is in process, and shall have the right to be present and present its view at all hearing sessions held concerning the grievance and shall receive a copy of all decisions rendered.
  - c. The Board and the Association shall assure the individual freedom from restraint, interference, coercion, discrimination or reprisal in presenting his/her appeal with respect to his/her personal grievances.
8. If, in the judgment of the Association a grievance affects it or a group or class of employees, the Association may submit such grievance in writing to the Superintendent directly in accordance with the procedure set forth above and the processing of such grievance shall commence at said level. The Association may process such grievance through all levels of the grievance procedure.
  9. If a grievance is filed in May or June of any school year, notwithstanding the time periods hereinabove contained, it shall be initiated at the Superintendent's level of the grievance procedure and if not resolved at that step, if otherwise permitted, the grievance shall be presented to the Board of Education so that the grievance can be heard prior to the end of the school year, if at all possible.

C. Costs

1. The fees and expenses of arbitration shall be borne equally by the Board of Education and the Cranford Education Association.
2. The costs and expenses for witnesses, transcripts, attorney's expenses, if any, shall be borne by the party utilizing or requesting such services or witnesses.

D. Miscellaneous

1. In the event of arbitration, the Arbitrator shall have no power or authority to add to or subtract from or modify, in any way, the terms of this Agreement.
2. The Arbitrator will be required to issue his/her decision within thirty (30) calendar days from the date of the closing of the hearing. The Arbitrator's decision shall be in writing and will set forth his/her finding of fact and conclusions on the issues submitted. The decision of the Arbitrator shall be binding upon the parties.
3. Grievance and arbitration hearings shall be held after school hours.
4. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to those problems which may from time to time arise concerning matters constituting grievances. Both parties agree that the proceedings provided for above will be kept as informal and confidential as may be appropriate at any level of the procedure.

5. All meetings and hearings under this procedure shall not be conducted in public and shall include only parties to the proceedings and their designated or selected representatives and any representative of the Association entitled to be present in cases where employee grievants are not represented by the Association.

#### ARTICLE 4

##### EMPLOYEE RIGHTS

- A. Pursuant to Chapter 303, Laws of 1968 and Chapter 123, Laws of 1974 enacted by the Legislature of the State of New Jersey, and further pursuant to any Amendments to the aforesaid legislation which may be adopted during the course of this Agreement, the Board of Education hereby agrees that all employees covered by the terms of this Agreement shall have the right to join and support the Cranford Education Association or any group or association who may properly represent public employees for the purpose of engaging in collective negotiations as defined and provided for by the aforesaid legislation.
- B. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he/she may have under New Jersey school laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.
- C. No employee shall be reduced in rank or compensation or deprived of any professional advantage in violation of law. Any such action asserted by the Board, or any agent or representative thereof, shall be heard before the Commissioner of Education and shall not be subject to the Grievance and Arbitration Procedure hereinafter provided for. Any suspension of an employee pending charges shall be without pay, but if the employee is found not guilty, he/she shall be compensated for all loss of such pay if ordered by the Commissioner of Education.
- D. Should the Legislature of the State of New Jersey restore the unqualified right to an employee representative on behalf of the employees represented to file grievances and/or arbitrate the issue of discipline, then the same shall be considered as part of the employee rights covered by this Agreement.
- E. Whenever any employee is required to appear before the Superintendent, the Board or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in his/her office, position or employment or the salary or any increments pertaining thereto, then he/she shall be given prior written notice of the reasons for such meeting or interview not later than forty-eight (48) hours before said meeting and shall be entitled to have a representative of the Association present to advise him/her and represent him/her during such meeting or interview.
- F. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

- G. No adverse recommendation will be made by any administrator to the Board of Education which could affect an employee's rank, salary, adjustment and/or increment without the employee first being afforded an interview concerning such recommendation. At such interview the employee shall have the option of having an Association representative present.
- H. 1. The personnel files of school district employees which are kept in the Office of the Superintendent of Schools, which files are maintained under the supervision of the Assistant Superintendent, are designated the official personnel files for all employees.
2. However, to provide for the orderly administration and supervision of the schools, principals may establish building files, which purpose shall be to file copies of all supervisory reports submitted to the Central Office (observations and evaluations); copies of all correspondence addressed to the employee by the building principal; copies of all correspondence addressed to the principal by the employees, which copies indicate thereon that the correspondence is on file in the Central Office; and other correspondence addressed to the employee from other school officials, on which it is noted that building principals were sent a copy.
3. Regulations and procedures regarding access to the official personnel file kept in the Office of the Superintendent of Schools are as follows:
- a. Upon receipt by the Superintendent of Schools of a written request, any employee may have access to his/her official personnel file. Such review of the file shall be in the presence of the Superintendent, or at the discretion of the Superintendent he/she may delegate this responsibility to the Assistant Superintendent of Schools.
  - b. Upon receipt of the written request the Superintendent shall schedule a mutually convenient time for such review.
  - c. An employee shall have access only to those materials in his/her file dealing with the observation and evaluation of his/her work performance, correspondence, attendance record, health examination and salary information. No employee shall have access to documents relating to his/her initial employment and subsequent employment in cases where an employee resigned and has been reemployed, i.e., application form, closed credentials from placement services, and letters of reference.
  - d. Neither the official personnel file nor any of the documents kept therein may be removed from the Central Office where it is reviewed. Any employee may, however, request a photocopy of any of the material which he/she has had the opportunity to review. A charge of ten cents (10¢) per copy will be made for this service.
  - e. Correspondence about any employee which is addressed to building principals or to other administrators or to other school officials shall not be placed in his/her official personnel file unless a dated copy has been given to the employee, and the employee has been given the opportunity to submit a response to the

correspondence which shall be appended to the initial correspondence.

## ARTICLE 5

### BOARD OF EDUCATION MANAGEMENT FUNCTIONS AND RIGHTS

- A. Except as modified, altered or amended by the within Agreement, the Board of Education shall not be limited in the exercise of the statutory Board of Education management functions. The Board, on its own behalf and on behalf of the voters encompassing the area covered by the Township of Cranford, hereby retains and reserves unto itself, including but not limited to, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws of the State of New Jersey, the Constitution of the State of New Jersey, and of the United States, including, but not limited to the following rights, privileges and functions:
1. The executive management and administrative control of the school system and its properties and facilities, and the activities of its employees during their hours of employment.
  2. The right to hire all employees and subject to the provisions of law to determine their qualifications and the conditions for their continued employment, or their dismissal, demotion or promotion; and to promote, and transfer all such employees except as modified by the terms of the Agreement.
  3. The right to establish grade levels and courses of instruction including, special programs and to provide for athletic, recreational and social activities for students, all as deemed necessary or advisable by the Board.
  4. The right to make final determination and approval of the selection of textbooks and other teaching materials, and the use of teaching aids of every kind and nature.
  5. To determine class schedules, the hours of instruction, and the duties, responsibilities and assignments of teachers and other employees whether related to teaching or non-teaching activities, except as modified by the terms of the Agreement.
  6. The right to relieve employees from duties because of lack of work or for cause, subject to the statutory provisions in such case made and provided.
  7. The right to carry out and/or implement any action mandated by the State Board of Education, the Commissioner of Education or any governmental agency, State, Federal, Municipal or subdivision thereof.
- B. The exercise of the foregoing powers, right, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and

express terms thereof are in conformance with the laws of the State of New Jersey, and the Constitution and laws of the United States.

- C. Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities and authority under Title 18A of the Laws of the State of New Jersey or any other State Laws or regulations as they pertain to education.

## ARTICLE 6

### ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to furnish to the Association in response to reasonable requests from time to time all available non-confidential information concerning the financial resources of the district, including but not limited to: annual financial reports and audits, register of certificated personnel, tentative budgetary requirements and allocations, agenda and minutes of all public Board meetings, census data, names and addresses of all employees, and such other information that shall assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the employees and the teachers and their students.
- B. Whenever any representative of the Association or any employee is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he/she shall suffer no loss of pay except as provided in paragraph C, Article 4.
- C. The Association and its representatives shall be permitted to transact official Association business on school property and hold meetings at all reasonable times, provided that this shall not interfere with or interrupt normal school operations; and provided further, that the principal will be notified in advance.
- D. The Association shall have the privilege to use school equipment on the site, including typewriters, mimeographing machines, other duplicating equipment, calculating machines and all types of audio-visual equipment at all reasonable times when such equipment is not otherwise in use, provided that this shall not interfere with or interrupt normal school operations, and provided further, that the principal will be notified in advance. The Association shall pay for the cost of all materials and supplies incident to such use and assume liability for any damage to any equipment occurring during such use.
- E. The Association shall be assigned adequate space on existing and subsequently created bulletin boards in each building and in the Central Office for Association notices. Copies of all materials to be posted on such bulletin boards shall be given to the building principal, but no approval shall be required.
- F. The Association shall have the right to use the inter-school mail facilities and school mail boxes as it deems necessary.
- G. The rights and privileges of the Association and its representatives as set forth in this Agreement are intended to be granted only to the Association as the exclusive representative of the employees, and are not intended to create any rights and privileges in any other employee organization.

## ARTICLE 7

### SCHOOL CALENDAR

- A. The Association shall be furnished a copy of the tentative school calendar with respect to certificated employees and shall have the opportunity to meet and confer with the Superintendent or his/her designee concerning the tentative school calendar prior to its adoption by the Board. A tentative work calendar which may be applicable to custodial and maintenance personnel, and secretaries and clerks, shall be furnished separately after the opportunity is afforded the Association to meet and confer with the Superintendent, and the work days provided for the custodial and maintenance, and the secretarial and clerical personnel shall not be the same as required for teaching personnel. Nothing herein contained shall be construed as conferring any right to the staff to approve or negotiate such calendar.
- B. A statement of work assignment on emergency school closing days shall be published so that it is generally understood which employees perform essential services requiring them to report for work.
- C. The total number of work days for teaching staff personnel shall not exceed 186 days.

## ARTICLE 8

### TEACHING HOURS AND TEACHING LOAD

- A. 1. The provisions hereinafter provided for shall be applicable only to certificated personnel and, specifically, shall not be applicable to custodial and maintenance personnel or secretarial and clerical personnel who shall be provided for specially as hereinafter provided.
2. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities. Each teacher shall indicate his/her presence for duty by personally signing his/her initials in the "sign-in" column of the faculty "sign-in" roster. Teachers shall indicate their departure by initialing the "sign-out" column.
3. The arrival and departure times for all teachers shall be as hereinafter set forth and the total school work days shall include a duty free lunch period as set forth in Section "C" of this Article.

	<u>Regular Work Schedules</u>	<u>Abbreviated Work Schedule</u>	<u>Length of Lunch Per.</u>
	<u>A.M.</u>	<u>P.M.</u>	
Kindergarten	8:25-11:20	12:20-3:30	60 min.
Teachers, Grades 1-6	8:25-11:50	12:50-3:30	60 min.
Librarian K-6			
Special Education K-6			
Child Study Team Members, K-8			
Speech Correctionists			
Remedial Reading Teachers			

	<u>Regular Work Schedules</u>		<u>Abbreviated Work Schedule</u>	<u>Length of Lunch Per.</u>
	<u>A.M.</u>	<u>P.M.</u>		
Teachers, Grades 7-12 Special Education, Grades 7-12	8:00	3:20	8:00-12:30	25 min.
Counselors, Grades 7-12 Librarians K-8 Librarians 9-12 Child Study Team Members, Grades 9-12	8:00	4:00	8:00-12:30	60 min.
	8:00	3:20	8:00-12:30	60 min.

NOTE: Minor deviations in these schedules may be made by the administrator in charge of the school or office where special conditions make it necessary or advantageous to the effective administration of his/her area of major responsibility. If such deviations are to be on a continuing basis for all or most of the school year, they should have prior approval of the Superintendent of Schools.

- B. 1. The Board acknowledges the present practice of limiting the teachers to five (5) subject matter periods per day and will continue every effort to do so; however, the Association acknowledges there may be occasions when the Superintendent may be required because of emergencies or scheduling problems, or the like, to schedule six (6) subject matter periods per day which he/she is hereby authorized to do under such circumstances. In such circumstances the Superintendent shall consult with the teacher involved and the President of the Association and/or his or her designee prior to the assignment.
2. Teachers assigned exclusively to Grades 7-12 shall not be required to teach more than two (2) subject areas, nor more than a total of three (3) teaching preparations at any one time.
3. Any changes made by the Superintendent in the provisions of paragraphs B-1 through B-2 shall not be grievable or arbitrable either as to the procedure utilized or the decision made.
- C. 1. Teachers shall have a daily duty-free lunch period of at least the following lengths:
  - a. Teachers Grades K-6 1 hour
  - b. Teachers Grades 7 and 8 25 minutes
  - c. Teachers Grades 9-12 25 minutes
  - d. Other (including elementary special education teachers) 1 hour
  - e. If the Board finds it necessary to shorten the lunch period of elementary school teachers in grades 1-6, it shall do so in such a manner that the five hours of instructional time for pupils shall not be increased nor shall the work day exceed seven (7) hours and five (5) minutes. If the lunch period is shortened, the elementary school teachers, as aforesaid, shall have the end of the work day shortened to the same extent as the duty free lunch period is shortened. This shall be in addition to the preparation time provided in E-1b of this Article.

2. Teachers may leave the building without requesting permission during their scheduled duty-free lunch period.
- D.
1. Teachers may be required to remain after the end of the regular work-day, without additional compensation, for the purpose of attending faculty or other professional meetings up to four (4) days each month. Such meetings shall begin as soon as practicable after the student dismissal time and shall run for no more than sixty (60) minutes.
  2. Any association representative may speak to the teachers at any meeting referred to in Paragraph 1 above for at least fifteen (15) minutes on the request of the representative, subject, however, to the requirements of the agenda of the meeting.
  3. The notice of an agenda for any meeting shall be given to the teachers involved at least one (1) day prior to the meeting, except in an emergency. Teachers shall have the opportunity to suggest items for the agenda.
- E.
1. Classroom teachers shall, in addition to their lunch periods, have daily preparation time during which they shall not be assigned to any other duties as follows:
    - a. Teachers Grades 7-12 One (1) period
    - b. Elementary School Teachers Grades K-6

In order to provide time to carry on professional activities such as parent and staff conferences, the preparation of instructional equipment and materials, observations of other professional staff members for in-service education and other similar and worthwhile pursuits, each elementary classroom teacher will be released from the regular classroom instructional and supervisory responsibilities for a minimum of 60 minutes per school week as determined by the principal.

The released time assigned will not exceed the time allotment of pupil instruction in the special subject areas such as art, music or physical education. Elementary principals will provide released time for kindergarten teachers within the framework of the building schedule. When feasible, this released time will be scheduled on three or more different school days.

## ARTICLE 9

### NON-TEACHING DUTIES

(Applicable Only to Teachers)

- A.
1. Teachers shall not be required to drive students to activities which take place away from the school building. A teacher may do so voluntarily, however, with the advance approval of his/her principal or immediate supervisor provided he or she holds (1) a valid New Jersey (or other) driver's license with no convictions for moving violations within the past three years, (2) a private passenger vehicle of 8 or fewer capacity, with a current New Jersey inspection sticker; and (3)

evidence of at least statutorily required insurance coverage. He/she shall be compensated at the rate of twenty (20¢) cents per mile for the use of his/her own automobile.

2. The Board shall continue to arrange for and maintain appropriate insurance to cover all damages, losses, and expenses incurred by a teacher against whom any action shall be brought or any act or omission arising out of the authorized use of his/her own automobile in the performance of school duties.

## ARTICLE 10

### TEACHER EMPLOYMENT (Applicable Only to Teachers)

- A. At the time of initial hiring each teacher shall be placed on his/her proper step of the salary schedule. Full credit on the Teacher Salary Guide shall be given for previous outside teaching experience in a duly accredited United States public school upon initial employment in accordance with existing regulations (Schedule A). Additional credit not to exceed four (4) years for military experience or alternative civilian service required by the Selective Service System shall be given upon initial employment. In computing the total years of creditable service, the final fraction of one-half (1/2) year (5 months or more) will be counted as one (1) full year and a smaller fraction will be dropped.

However, any teacher who has not been actively involved in teaching for more than five (5) consecutive years, shall be given previous outside experience credit based on a formula of one year's credit for every two years' previous experience.

- B. Teachers with previous teaching experience in the Cranford School District shall upon returning to the system receive full credit on the salary schedule for all outside United States public school teaching experience, military experience or alternative civilian service required by the Selective Service System up to the maximum set forth in Section A above. Such teachers who have not been engaged in other teaching or other activities indicated above, shall, upon returning to the system, be restored to the next position on the salary schedule above that which they left provided the said teachers have worked to January 31 or later in the school year in which they left and/or have worked five (5) months or more in a school year.

However, any teacher who has not been actively involved in teaching for more than five (5) consecutive years, shall be given credit for previous Cranford experience based on a formula of one year's credit for every two years previous experience. This formula shall not be applied to tenured teachers who are returning to service as a result of recall from a preferred eligibility list.

- C. Previously accumulated unused leave days will be restored to all teachers returning from leaves of absence.
- D. 1. All teachers shall be notified of their contract and agreed upon salary status for the ensuing year not later than April 30th unless no

Agreement has been reached by that date. In this event, all non-tenure teachers shall be informed in writing of the intent of the Board of Education to offer or not to offer a contract for the ensuing year not later than April 30th.

2. In the event an Agreement is not reached by April 30th, all teachers shall be notified of their contract and agreed upon salary status not later than two weeks following the Board of Education's public ratification of the final Agreement.

## ARTICLE 11

### SALARIES

(Applicable Only to Teachers)

- A. The salaries of all teachers covered by this Agreement are set forth in Schedule A; said Salary Guide, Schedule A, shall be enforced in accordance with existing rules and regulations for application thereof.
- B.
  1. Teachers employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments, the first of which shall be made September 15 with succeeding payments to be made on the last day and the fifteenth day of each month when due.
  2. If a teacher so elects, he/she may, on the form prescribed by the Business Office, request that a specific amount of his/her monthly net pay be deducted, which sum of monies shall be paid to him/her by separate check at the time the second payroll check is issued in June. There will be only one enrollment period for this savings plan. The final payment will consist of the amount so deducted without interest. It is understood that this plan does not displace the existing Credit Union Payroll Deduction Plan.
  3. When a pay day falls on or during a school holiday, vacation or weekend, teachers shall receive their paychecks on the last previous working day.
  4. Teachers shall receive their final checks and the salary explanation sheet for the following year by the last working day in June.
- C. The salaries of certificated personnel covered by this Agreement who are appointed to extra assignments are set forth in Schedules B and C; said Salary Guides, Schedules B and C, shall be enforced with existing rules and regulations for application thereof.

## ARTICLE 12

### TEACHER ASSIGNMENT

(Applicable Only to Teachers)

- A.
  1. All teachers shall be given written notice of their tentative class and subject assignment for the forthcoming year not later than June 15 by their building principals.

2. All teachers shall be given written notice of their class and subject assignments and building assignments for the forthcoming year not later than August 15 by the Superintendent of Schools.
  3. In the event that changes in such class or subject assignments or building assignments are proposed after August 15, the teacher affected shall be notified promptly in writing and, upon the request of the teacher and the Association the changes shall be promptly reviewed between the Superintendent or his/her representative and the teacher affected and at his/her option a representative of the Association. In no event may any disagreement as to the change be subject to the grievance procedure.
- B. Teacher assignments shall be made in accordance with the guidelines set forth in existing rules and regulations (Policy No. 4114).

### ARTICLE 13

#### VOLUNTARY TRANSFERS AND REASSIGNMENTS

- A. Any employee who feels that a change in assignment within his/her building would enhance his/her value to the school system or contribute a greater sense of personal and professional achievement and satisfaction should notify his/her building principal or office head.
- B. No later than May 1 of each school year, the Superintendent shall deliver to the Association and post in all school buildings a list of the known vacancies as of that date.
- C.
  1. A teacher who desires to transfer to another building shall file a written statement of such desire with his/her principal not later than March 1, and such statement shall immediately be forwarded by the principal to the Superintendent. Such statement shall include the grade or subject to which the teacher desires to be reassigned and the school or schools to which he/she desires to be transferred in order of preference. The foregoing written statement or application must be renewed annually, in writing, and be filed not later than March 1 of each school year.
  2. Any other employee who desires to transfer to another building shall file a written statement of such desire with his/her principal or supervisor not later than March 1 and such statement shall immediately be forwarded by the principal or supervisor to the Superintendent. Such statement shall include the assignment to which the employee desires to be reassigned and the school or schools to which he/she desires to be transferred in order of preference. The foregoing written statement or application must be renewed annually, in writing, and be filed not later than March 1 of each school year.
  3. The Superintendent shall acknowledge the employee's request for transfer or reassignment within fifteen (15) days of receipt. In the event the request for transfer or reassignment is denied, the applicant shall be so notified within fifteen (15) days after such denial. Upon request, the Superintendent may state the reason or reasons for such denial. However, the decision of the Superintendent with respect to such matters shall be final and binding upon the employee and shall not be subject to the grievance and arbitration procedure.

- D. In the determination of requests for voluntary reassignment or transfer, the wishes of the individual employee shall be considered to the extent that the reassignment or transfer does not conflict with instructional requirements (for teachers only) and is for the best interest of the school system.

#### ARTICLE 14

##### INVOLUNTARY TRANSFERS AND REASSIGNMENTS (Applicable Only to Teachers)

- A. Notice of an involuntary transfer or reassignment shall be given to teachers as soon as practicable, and except in cases of emergency, not later than June 1.
- B. Except in cases of emergency, the Superintendent shall notify the teaching staff of the requirement to fill a vacancy or to make a transfer by posting notice of the same, and if someone volunteers to take the assignment, the Superintendent shall determine in his/her sole discretion whether or not the volunteer is qualified to be given the assignment.
- C. When a teacher is involuntarily assigned to another building, a meeting shall follow between the teacher and the principal at which time the teacher shall be notified of the reason therefore. In the event that a teacher objects to the assignment to another building, after the meeting with the principal, he/she shall meet with the Superintendent. The teacher may at his/her option have an Association representative at such meeting.
- D. Neither the reasons given nor the involuntary transfer or assignment shall be subject of the grievance or arbitration procedure herein provided; nor may an arbitrator change the assignment made.

#### ARTICLE 15

##### PROMOTIONS AND TEACHING VACANCIES

- A. Promotional positions are: administrative supervisory positions, department heads, building chairpersons, secretarial-clerical and building service positions on a higher scale on the Salary Guide.

All vacancies in promotional positions, including specialist and special projects teachers, pupil personnel workers and positions in programs funded by the federal government shall be adequately publicized by the Superintendent in accordance with the following procedure:

1. When school is in session, a notice shall be posted in each school as far in advance as practicable, and ordinarily at least five (5) school days before the final date when applications must be submitted. A copy of said notice shall be given to the Association at the time of posting. Employees who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time specified in the notice, and the Superintendent shall acknowledge promptly in writing the receipt of all such applications. When the vacancy described in the notice is filled, the Superintendent may destroy all applications for said position.

2. Employees who desire to apply for a promotional position which may be filled during the summer period when school is not regularly in session may submit their applications to the Superintendent and an address where they can be reached during the summer. In addition, the Superintendent shall, as far in advance as practicable and ordinarily at least fourteen (14) days before the final date when applications must be submitted, post a list of promotional positions to be filled during the summer period at the administration office, and in each open school, and a copy of said notice shall be given to the Association.
- B. Vacancies for teaching positions posted after the school year starts is for information purposes only.
  - C. In both situations set forth in Section A above, the job description including the qualifications for the position, its duties and its salary scale shall be posted with the notice.
  - D. The Board agrees to give due consideration to the professional background and attainments of all applicants and other relevant factors. Announcements of appointments shall be made by posting a list in the office of the central administration and in each school building. The list shall be given to the Association and shall indicate which positions have been filled and by whom.

#### ARTICLE 16

##### SUMMER SCHOOL, HOME TEACHING AND FEDERAL PROGRAMS (Applicable Only to Teachers)

- A. All openings for positions in the summer school, home teaching, federal projects, and other programs (including non-teaching positions for which teachers may be qualified and eligible) shall be adequately and timely publicized by the Superintendent in accordance with the procedure for publicizing promotional vacancies set forth in Article 15 of this Agreement. Applications for home teaching positions may be submitted at any time.
- B. In filling such positions, consideration shall be given to the teacher's area of competence, major or minor field of study, quality of teaching performance, attendance record and to experience of teachers who have taught the subject area or grade level in question during the regular school year and/or in summer school. Employees employed in the Cranford School District shall have priority to such assignments over applicants from outside the district.
- C. Salary schedules for positions included in this Article shall be negotiated under procedures outlined in Article 2 of this Agreement along with regular salary schedules wherever possible, or at such other times as may be appropriate in order to conform to the time requirements for the implementation of said programs.
- D. Provisions of this Agreement which are pertinent shall apply to teachers holding positions in the summer school, home teaching or under federal programs.

## ARTICLE 17

### TEACHER EVALUATION

(Applicable Only to Teachers)

- A. 1. A teacher shall be given a copy of every class observation report form or evaluation report prepared by his/her evaluators. Any such report shall be given to the teacher during the school day preceding the day of the conference to discuss it. No such report shall be submitted to the Central Office, placed in the teacher's file or otherwise acted upon without prior conference with the teacher. No teacher shall be required to sign a blank or incomplete form, but he/she shall sign a complete form to indicate that he/she has witnessed the contents of the form. Space shall be provided on observation and/or evaluation forms for the teacher's reaction which he/she will have ten (10) school days to prepare after having first witnessed either form.
2. Each teacher will be provided with copies of all observation and evaluation reports submitted to the Central Office.
- B. The Board of Education agrees to comply with the Statute pursuant to Title 18 which provides for teacher evaluation of non-tenure teachers.
- C. All classroom observations of the work performance of the teacher shall be conducted openly and with full knowledge of the teacher.

## ARTICLE 18

### TEACHER FACILITIES

- A. The Board agrees to maintain current or comparable physical facilities for teachers including faculty rest rooms, faculty lounges, and at the secondary schools, faculty dining rooms. These facilities are not to be for instructional purposes during the school day except temporarily in the case of emergency.

## ARTICLE 19

### EMPLOYEE-ADMINISTRATION LIAISON

- A. The Association shall furnish to each school building principal a list of the names of the employees on the committee and what areas are represented. Whoever calls a meeting shall furnish the other party an agenda in advance of the meeting, and the frequency and duration of said meetings shall be reasonable. The forming of any ad hoc committees by the principal or his designee shall not require the consent or approval of the Association.
- B. The Association's representative shall meet with the Superintendent periodically during the school year to review and discuss current school problems and practices and the administration of this Agreement.

## ARTICLE 20

### SICK LEAVE

- A. All employees shall be entitled to sick leave days each school year as of the first official day of said school year whether or not they report for duty as hereinafter set forth. Unused sick leave days shall be accumulated from year to year with no maximum limit.
- B. At least once each year the Board shall inform each employee as to the total number of accumulated sick leave days said employee has and the number of additional sick leave days said employee shall be entitled to for the ensuing year.
- C. Sick leave is defined as absence on work days by an employee from his/her post or duty because of personal disability due to illness or injury.
- D.
  - 1. All ten (10) month employees shall be entitled to thirteen (13) personal sick leave days annually which days may be accumulated if not used.
  - 2. All eleven (11) month employees shall be entitled to fourteen (14) personal sick leave days annually which days may be accumulated if not used.
  - 3. All twelve (12) month employees shall be entitled to fifteen (15) personal sick leave days annually which days may be accumulated if not used.
- E. All sick leave must be reported to the Superintendent of Schools on the Absence Allowance Form within seven calendar days following an employee's return to duty. In cases of more than four consecutive days, the certificate included on the Absence Allowance Form shall be executed by the attending physician.
- F. Sick leave allowance shall be prorated for employees who begin their services one month or more after the work year for their employee category has begun.
- G. Summer School employees are not covered by the above policies, but shall be entitled to one (1) day of sick leave per summer session, not cumulative, without loss of pay.
- H. Absences on work days due to personal illness shall be charged to the annual allowance.
- I. Absences in excess of the Annual Allowance shall be charged to the employee's accumulated leave, if any.
- J. In cases of individual hardship, when the number of days absent exceeds the annual and accumulative sick leave benefits, an employee may request from the Board of Education, through the Superintendent of Schools, consideration for extra sick leave benefits.
- K. Commencing with the 1988-89 school year, any employee (not including classroom aides, clerical aides or the attendance officer) who has served in

the District for twenty (20) years or longer, and who retires from active employment and draws a pension from TP&AF or PERS shall be entitled to be paid for accumulated unused sick days within six (6) months from the date of retirement on the following basis:

For each day of accumulated sick leave one (1) day at Seventeen Dollars and Fifty Cents (\$17.50) per day will be paid, said sum not to exceed Three Thousand Five Hundred (\$3,500.00) Dollars. To obtain the foregoing allowance, an employee must retire on a normal and not deferred retirement basis and, further provided that the person's sick leave accumulation has been calculated or recalculated, as the case may be, to provide that all sick leave utilized each year of employment was first charged to the annual sick leave that could be accumulated, then to the annual sick leave allowance that could not be accumulated, and after that, was charged to the accumulated sick leave that the person had accrued from preceding years of service. The restrictions with respect to attaining twenty (20) years of service or longer, to qualify shall be waived if an employee is mandatorily required to retire preventing the obtaining of the twenty (20) years of service.

- L. Commencing with the 1988-89 school year, any classroom aide, clerical aide or attendance officer who has served in the District for twenty (20) years or longer, and who retires from active employment and draws a pension from PERS shall be entitled to be paid for accumulated unused sick days within six (6) months from the date of retirement on the following basis:

For each day of accumulated sick leave one (1) day at Five (\$5.00) Dollars, said sum not to exceed One Thousand (\$1,000.00) Dollars.

## ARTICLE 21

### TEMPORARY LEAVES OF ABSENCE

#### A. Absences for Personal Reasons

1. Absences for personal reasons shall be allowed each employee without loss of salary, not to exceed three (3) days per year. Unused personal leave days shall not be carried over from one year to the next. Two of the aforementioned personal days shall be in accordance with Section A.3 of this Article. One (1) personal business day shall be granted without a reason, provided that the day is not taken before or after a holiday, or school shutdown as provided in the school calendar.
2. Requests for personal leave shall be made on forms provided by the administration and except for those reasons specified in Paragraph A-3 (d), (e) and (j) below, or in the case of an emergency, shall be made at least two (2) school days in advance of the proposed date of leave. All requests shall be countersigned by the principal or head of office and submitted for approval by the Superintendent of Schools.
3. Personal leave days may be taken for any of the following reasons:
  - a. Religious observance.
  - b. Employee's marriage.

- c. Religious ceremony or preparation for and attendance at wedding of a member of the immediate family, wedding of a relative of the employee or significant other.
  - d. Illness of a member of the employee's immediate family, the employee's household (any person who regularly resides with and functions on a continuing basis as a member of the employee's family unit, regardless of the nature of legal relationship).
  - e. Death of a relative, friend, or close associate.
  - f. Graduation of the employee, the employee's spouse or children, relative or significant other.
  - g. Legal business matters.
  - h. School visitation or school conference for a family member of the employee.
  - i. Chaperoning of a non-school sponsored field trip directly related to the curriculum of the district.
  - j. Car accident or emergency situation resulting from a natural disaster.
4. In addition to the foregoing three (3) personal leave days per year, additional personal leave days may be granted at the discretion of the Superintendent of Schools upon written application by an individual employee.
5. Personal leave days for any regular employee whose employment begins after the midpoint of the work year for his/her category will be prorated as follows:
- a. Ten (10) month employees beginning service after February 1 and eleven (11) and twelve (12) month employees beginning service after January 1 shall be entitled to a maximum of one and one-half (1½) personal leave days during the remainder of the year.
  - b. Employees of all categories whose employment begins after April 1 shall not be entitled to personal leave days during the remainder of that year.
6. Persons employed on a half-time annual salary basis shall be entitled to a maximum of one and one-half (1½) personal leave days.
- B. In addition to temporary leaves of absence for personal reasons pursuant to Section A above, employees shall be entitled to the following non-accumulative leaves of absence each year with full pay except as otherwise specifically provided.
- 1. Time necessary for appearance in any legal proceeding connected with the employee's employment or with the school system, other than for action against the Board.

2. Time necessary for jury duty as follows:
    - a. All personnel who are called to serve on jury duty shall receive their full salary during the period of jury duty less the amount of compensation paid them for jury service.
  3. Absences not to exceed five (5) days each year for each death, not cumulative, shall be allowed without loss of salary because of the death of a member of the employee's household, his/her natural parent, spouse, spouse's parent, child or sibling.
  4. Such other leaves of absence with pay as may be granted by the Superintendent of Schools at his/her discretion for valid reasons.
- C. Leaves taken pursuant to Sections A and B shall be in addition to any sick leave to which the employee is entitled.

## ARTICLE 22

### EXTENDED LEAVES OF ABSENCE

- A. The Board agrees to consider, upon recommendation of its Superintendent of Schools, extended leaves of absence, some with salary and some without salary, for various purposes indicated hereafter and in accordance with the following procedure:
1. Except for sabbatical leaves, which shall be applied for by December 31, all other applications for leaves of absence shall be made in writing to the Superintendent of Schools by February 15 of the school year preceding the anticipated beginning of the leave, except, however, maternity leaves shall be applied for when needed. The application for such leave shall set forth adequate statements regarding the type, purpose, the period of the leave, and justification for the leave. The Superintendent shall notify the employee of his/her decision by April 1. In case of emergency affecting the health of the employee, or the welfare of the school system, these deadlines may be waived by the Superintendent of Schools.
  2. The Board reserves the right to grant or reject any application on its individual merits. Approval or reasons for disapproval shall be communicated in writing to the applicant by the Superintendent of Schools.
  3. Except in the Board's discretion, a leave for a non-tenured employee shall not be extended beyond the contract year in which the leave is granted.
  4. During the extended leave, policies providing benefits for current sick leave, bereavement and personal leaves will not apply. Accumulated sick leave available at the beginning of the leave will be preserved.
  5. Except for extended leaves with salary and leaves involving creditable teaching or teaching-related experiences, the period of leave will not be counted as credit for salary advancement purposes.

6. An employee on extended leave shall notify the Superintendent of Schools in writing at least six (6) months in advance of the termination date of the approved leave regarding his/her intentions to resume his/her duties with the Cranford School System. Failure to fulfill this obligation may be interpreted as an indication of the employee's intention not to resume his/her position at the end of the approved leave. Such notification may be made a part of the application for the leave if the leave is to be for less than a year.
7. Should the Superintendent of Schools become informed that the purposes and requirements of a leave are not being adequately fulfilled, he/she shall so advise the Board. The Board may terminate the leave as of the date of its violation and its decision shall be subject to the grievance procedure.
8. The Board reserves the right to require evidence of good health at the termination of a leave as a condition of reinstatement to active duty.

B. Leaves for Professional Growth through Study and/or Travel with Salary.  
(Applicable Only to Teachers)

1. This type leave may be granted to any full-time member of the instructional staff who has rendered seven or more years of continuous service to the school system.
2. The leave may be granted for a period of a half school year or a full school year.
3. A detailed plan of study or educational travel to be pursued shall be submitted with the application.
4. The employee on full school year leave for professional growth through study will be paid one-half of his/her regular contractual salary for the period of leave, such payment to be made in accordance with the regular salary schedule of the school system.
5. The employee on half school year leave for professional growth through study will be paid his/her regular contractual salary for the period of leave, such payment to be made in accordance with the regular salary schedule of the school system.
6. The employee on leave for professional growth through travel will be paid one-half of his/her regular contractual salary for the period of leave, such payment to be made in accordance with the regular salary schedule of the school system.
7. The period of leave shall count as regular service for fringe benefits, retirement and salary advancement purposes.
8. Acceptance of this type of leave obligates the employee to resume and to continue his/her service with the school system for a period at least equal to the period of leave, and in any event not less than for one (1) school year. Failing this obligation, the employee will be obligated to reimburse the Board the full amount of salary received during the leave unless he/she has become incapacitated, has been discharged or voluntarily released from this obligation by the Board.

9. Should the program of study or travel be interrupted by illness or injury and this fact is promptly reported to the Superintendent of Schools, such interruption shall not constitute a breach of agreement.
10. Upon satisfactory completion of the leave the employee will be returned to service in the school system and his/her salary shall be determined on the same basis as if he/she had rendered full-time satisfactory service in the school system during the period of leave.
11. Subsequent leaves for professional growth may be requested at intervals of seven years of continuous Cranford service.

C. Leaves for Rest or Recuperation Without Salary

1. This type of leave may be granted to any full-time employee who has rendered 15 or more years of satisfactory service in the school system or 15 years of school service outside of Cranford plus 10 years in the local school system.
2. This type of leave may be granted for a period of one-half year or one full year, or for any longer or shorter period at the discretion of the Board, without salary.
3. Application for leave shall be accompanied by a statement of need, supported by the employee's principal, head of office and by the school physician.
4. Application for subsequent leaves may be made at intervals of ten years.

D. Other Leaves Without Salary

1. Other extended leaves without salary may be granted by the Board for good reason including (1) formal study, (other than sabbatical leave), (2) prolonged illness or incapacity, (3) major home and family responsibilities, (4) temporary work assignment of spouse away from locale, (5) employment in overseas schools, Peace Corps and other government-sponsored activities and (6) holding an elected position in the NJEA or NEA.

E. Unpaid Maternity Leaves

1. An employee may apply for an unpaid leave of absence due to pregnancy. The application shall be accompanied by a statement from a physician confirming the pregnancy and the anticipated date of birth. If the Board gets sufficient notice, the commencement date of the unpaid maternity leave shall be granted as requested. Such leave, when granted to a non-tenured employee, shall not extend beyond the term of the employee's then existing contract.
2. When an unpaid maternity leave due to pregnancy is granted, it cannot later be converted to a paid leave either pre-delivery or post-delivery related to that pregnancy.
3. At the time of the grant of the unpaid maternity leave the applicant shall indicate to the Board of Education her intention of seeking a child rearing absence without pay following the delivery due to that pregnancy.

4. A tenured teacher who has been granted an unpaid maternity leave and wishes a child rearing leave shall within thirty (30) calendar days after the delivery of the child apply to the Board of Education for an unpaid child rearing leave as hereinafter provided.
5. The terminal date of the leave may be modified upon application of the employee.
6. It will be assumed by the Board that the employee will resume her duties at the termination of her leave unless arrangements have been made with the Board at least six months in advance, except in cases of emergency, to terminate her employment, to modify the termination date of her leave or to grant another maternity leave.

F. Paid Maternity Leaves

1. An employee seeking a pre-delivery medical sick leave is expected to work up to the time her doctor certifies that she is no longer able to work due to medical disabilities.
2. If an employee seeks to establish a pre-delivery medical disability she shall supply the Board with a detailed medical report which shall support the fact that the employee is disabled and unable to work beyond the date set forth in the medical report. The period of medical disability shall not exceed thirty (30) calendar days unless the doctor furnishing the report states the specific nature of the disability which shall reflect a medical condition beyond the normal disabilities associated with the pregnancy. In such cases where there is a claim for medical disability beyond thirty (30) days, the Board reserves the right to have the employee examined by a Board designated physician who shall be specialized in obstetrics and gynecology. If the Board's physician disagrees with the employee's physician as to the nature and/or extent of the disability, the employee shall be referred to an obstetrician-gynecologist, certified as a specialist by Overlook Hospital, Summit, New Jersey, whose opinion as to the nature and extent of the disability and the necessity for an extended medical leave beyond thirty (30) calendar days shall be binding upon the employee and the Board.
3. If an employee seeks to establish a post-delivery medical disability, she shall supply the Board with a detailed medical report which shall support the fact that the employee is disabled and unable to return to work within thirty (30) calendar days after the delivery due to the pregnancy for which a paid pre-delivery leave was granted. The period of medical disability shall not exceed thirty (30) calendar days unless the doctor furnishing the report states the specific nature of the disability which shall reflect a medical condition beyond the normal disabilities associated with post-delivery disability. In such cases where there is a claim for medical disability beyond thirty (30) calendar days, the Board reserves the right to have the employee examined by a Board designated physician who shall be specialized in obstetrics and gynecology. If the Board's physician disagrees with the employee's physician as to the nature and/or extent of the disability, the employee shall be referred to an obstetrician-gynecologist, certified as a specialist by Overlook Hospital, Summit, New Jersey, whose opinion as to the nature and extent of the disability and the

necessity for an extended medical leave beyond thirty (30) calendar days shall be binding upon the employee and the Board.

G. Child Rearing Leaves

1. An employee may apply for a child rearing leave, whether due to delivery of a natural child and/or an adoption. Such leave shall be granted without salary.
2. Application for a child rearing leave shall be made within thirty (30) calendar days after the delivery of the child or in cases of adoptions as soon as the applicant knows that the adoptive child will be delivered to the applicant.
3. A child rearing leave of absence, if it is approved in cases of a natural delivery, will commence at the termination of the paid or unpaid maternity leave, and in cases of adoptions it will commence upon the delivery of the child to the adoptive parent.
4. A child rearing leave shall be granted to the end of the school year in which the application was made and may be renewed by the employee for an additional school year if the child rearing leave commenced before April 1st and for an additional two (2) years if the leave commenced between April 1st and June 30th.
5. Early Return. If an employee seeking a maternity leave suffers a miscarriage, a stillbirth and/or a child is born which requires being institutionalized, then in any of those events the employee may request to terminate the leave which was previously granted. However, it is understood that when the request is made for an early return, the employee will be advised of the assignment available and return date which the Board may fix not later than seventy-five (75) days from the date of the request to return. The employee, upon being advised of the assignment, will then exercise the option of returning to the assignment and the time set by the Board but in no event will an employee be permitted to return between April 1st and June 30th of any school year. If an employee does not elect to return to the assignment offered, then the leave shall continue until the commencement of the next school year.

H. Notification of Return

1. If an employee has been granted a child rearing leave, the employee must notify the Board of Education on or before March 1st of the year preceding the termination of the leave of his/her intention to return. If the employee fails to advise the Board of his/her intention to return to school at the termination of the child rearing leave, then he/she shall be considered as having notified the Board of his/her resignation.

## ARTICLE 23

### SOLICITING AND SELLING

#### A. Solicitations By Employees

Employees shall not solicit money or other material contributions from pupils or fellow employees except contributions to the United Fund of Cranford, dues for professional or Association membership, or for welfare and professional purposes.

#### B. Selling By Employees

Employees shall not sell on behalf of themselves, another person, organization, or agency merchandise or marketable items within their work day or on school property. This prohibition does not apply to the disposal of surplus school property, the selling of school store items, advertising space for school publications, admissions to school-sponsored functions, school produced publications, and instructional supplies and materials approved by the Administration.

#### C. Soliciting and Selling By Persons Other Than School Personnel

No soliciting or selling of merchandise or services to employees except by Administration approved vendors of school supplies, equipment, and services shall be permitted within the work day or on school property.

#### D. Prospect Lists

No lists of pupils or employees shall be submitted to persons, organizations, or agencies outside the school system to be used as a prospect list for solicitation or sales.

## ARTICLE 24

### PROFESSIONAL DEVELOPMENT AND EDUCATION IMPROVEMENT

(Applicable Only to Teachers)

A. In our rapidly changing society teachers must constantly review curricular content, teaching methods and materials, educational philosophy and goals, social change and other topics related to education. The Board recognizes that it shares with its professional staff responsibility for the upgrading and updating of teacher performance and attitudes. The Board and the Association support the principle of continuing training of teachers and improvement of instruction.

B. To work toward the ends stated above, the Board agrees to the following:

1. The Board agrees to make available for the 1988-89 school year, up to a maximum of \$12,000.00 and for the 1989-90 school year, up to a maximum of \$12,000.00 for tuition reimbursement purposes in accordance with the following regulations:

- a. Application for tuition reimbursement shall be made in writing to the Superintendent of Schools within one week after registration for the semester.
  - b. The Superintendent of Schools shall notify the applicant in writing of the approval or disapproval of his/her request within 30 days of the receipt of the application.
  - c. Application for tuition reimbursement shall be made only for courses which are required or may be taken as electives for an approved college or university advanced degree program or such other courses as the Superintendent may approve on the basis of a written application submitted at least one month prior to the beginning of the course wherever possible.
  - d. Reimbursement for tuition costs will be based on the teacher receiving a minimum of "B" for each course. Where a particular course does not offer the opportunity to obtain a letter or numerical grade higher than a passing grade, reimbursement will be made for a passing grade.
  - e. The maximum number of credits for which reimbursement will be made shall be nine (9) credits in any academic year.
  - f. The maximum tuition reimbursement for each credit shall be that charged by Rutgers, the State University, for graduate level course.
  - g. Reimbursement will be made as follows:
    - (1) Spring Semester and Summer Session courses will be reimbursed during the following fall, and Fall Semester courses will be reimbursed during the following spring.
    - (2) The date of payment will be determined by the date of receipt of the official transcript indicating course completion and the date of next regular public meeting when payment orders are approved.
2. Participation by employees in approved in-service activities which are designed to develop increased competency in their assignments shall be made without loss of salary. In-service activities include (a) visits to other classrooms, schools, colleges, industrial or business establishments, etc., (b) conferences, conventions or committee work including other personnel from the district, county, state, region or nation, and (c) training in classes and workshops sponsored by the district or other institutions.
  3. All requests for permission to be absent for in-service purpose must be in writing and must have the approval of the principal or other appropriate supervisor and the Superintendent of Schools. Approval will be based on (a) the nature of the activity in relation to the assignment and growth potential of the employee, (b) the availability of substitute service, (c) time limitations in relation to work demands, (d) number of persons involved in applying for in-service activities at a given time, and (e) the relative importance of the project in terms of the needs of the school system.

4. Approval or reason for disapproval for permission to be absent for in-service purposes shall be communicated to the employee in writing.
5. Reimbursement for travel, lodging, registration and meals may be granted at the discretion of the Superintendent of Schools if not otherwise specifically provided for in related policy.
6. Written and/or oral reports to appropriate members of the staff or Board of Education on the in-service activity may be required at the discretion of the Superintendent of Schools.

## ARTICLE 25

### MAINTENANCE OF CLASSROOM CONTROL AND DISCIPLINE (Applicable Only to Teachers)

- A. A definition of the duties and responsibilities of all administrators, supervisors, teachers and other employees pertaining to student discipline shall be reduced to writing by the Superintendent and presented to each employee at the start of each school year.
- B. When, in the judgment of a teacher, a student requires the attention of the principal, assistant principal, a counselor, or a nurse or other specialist, he/she shall so inform his/her principal or immediate superior.
- C. When, in the judgment of the teacher, a student is by his/her behavior seriously disrupting the instructional program to the detriment of other students, the teacher may exclude the student from the classroom and refer him/her to the principal.

## ARTICLE 26

### INSURANCE PROTECTION

- A. The Board will provide Blue Cross and Blue Shield hospital and surgical plans, Rider J and a major medical program and shall pay the full premium for each employee and 100% of the premium for the employees' dependents for the period commencing July 1, 1988 and terminating June 30, 1990.
- B. The Board will continue the dental insurance coverage which was in effect on June 30, 1982 and will pay for employees only and will pay the premiums therefor during the term of this Agreement (July 1, 1988 to June 30, 1990). Effective July 1, 1985 family dental benefits, including orthodontic coverage for children as proposed by the New Jersey Dental Service Plan, Inc. dated February 27, 1984 based upon the usual, customary and reasonable fee concept will be available on a contributory basis whereby the Board of Education will contribute 50% of the cost for said coverage, and each bargaining unit member who elects coverage will contribute 50% of the premium cost for said coverage. All bargaining unit members who have dependents shall have the opportunity to participate in the Plan. There shall be included orthodontic coverage for dependent children up to a maximum of \$1,000 per case. The rates for the employee's share of the cost per month on a ten-month basis shall be for two party coverage \$10.90 and for three party coverage \$28.72 per month. Twelve-month basis for two party coverage shall be \$9.08 and for three party coverage \$23.93 per month.

- C. The aforesaid insurance shall be available to each employee, who by contract, renders not less than twenty (20) hours of service per week.

## ARTICLE 27

### HEALTH EXAMINATIONS AND REQUIREMENTS

- A. Health examinations and requirements for initial and continuing employment shall be in accordance with existing rules and regulations (Policy No. 4113).

## ARTICLE 28

### DEDUCTIONS FROM SALARY

- A. 1. The Board agrees to deduct from the salaries of its certificated employees dues for the Cranford Education Association, a unified association with its affiliates as said teachers individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233, Public laws of 1969 (NJSA 52:14-15.9e) and under the rules established by the State Department of Education. Said monies, together with records of any corrections, shall be transmitted to the treasurer of the Cranford Education Association by the fifteenth of each month following the monthly pay period in which the deductions were made. The Association treasurer shall disburse such monies to the appropriate association or associations.
2. The Board agrees to deduct from the salaries of its non-certificated employees dues for the Cranford Education Association, solely as a local, or associate member dues in the New Jersey Education Association or the National Education Association, or any one or any combination of such associations if said non-certificated employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233, Public Laws of 1969 (NJSA 52:14-15.9e) and under the rules established by the State Department of Education. Said monies, together with records of any corrections, shall be transmitted to the treasurer of the Cranford Education Association by the fifteenth of each month following the monthly pay period in which the deductions were made. The Association treasurer shall disburse such monies to the appropriate association or associations.
3. Each of the Associations named above shall certify to the Board in writing, the current rate of its membership dues. Any Association which shall change the rate of its membership dues shall give the Board sixty (60) days' written notice prior to the effective date of such change.
4. Additional authorizations for dues deductions may be received after August 1 under rules established by the State Department of Education.
5. The filing of notice of an employee's withdrawal shall be the fifteenth of June for July 1st termination or the fifteenth of November for January 1st termination.

- B. The Board agrees to deduct from employees' salaries money for local, state and national association services and programs of a continuing or general nature as said employees individually and voluntarily authorize the Board to deduct and to transmit the monies promptly to such association or associations. Any employee may have such deduction discontinued at any time upon sixty (60) days' written notice to the Board and the appropriate association.
- C. If an employee does not become a member of the Association during any membership year or part thereof which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year. This fee shall be the maximum allowed by law.
1. The regular membership year for the Association is September 1st through August 31st.
- a. Any employee hired on or after September 1st but prior to January 1st shall be required to pay the representation fee for the entire membership year.
- b. Any employee hired on or after January 1st but prior to July 1st shall be required to pay one-half (1/2) the annual representation fee for the membership year ending August 31st.
- c. Any employee hired on or after July 1st but prior to September 1st shall not be required to pay the representation fee until the new membership year beginning September 1st.

2. Procedure

- a. Notification: Prior to November 1 of each year, the Association will submit to the Board a list of those employees who have neither become members of the Association for the then current membership year nor paid directly to the Association the full amount of the representation fee for that membership year. The Board will deduct from the salaries of such employees, in accordance with Paragraph 2b, below, the full amount of the representation fee and promptly will transmit the amount so deducted to the Association subject to the compliance with and the clearance of requirements of Paragraph 2h below.
- b. Payroll Deduction Schedule: The Board will deduct the representation fee in equal installments as nearly as possible, from the paychecks paid to each employee on the aforementioned list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid:
- (1) Effective September 1, 1988, ten (10) days after receipt of the aforesaid list by the Board; or
- (2) Thirty (30) days after the employee begins his or her employment in a bargaining unit position.
- c. Termination: If an employee who is required to pay a representation fee terminates his/her employment with the Board

before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fees from the last paycheck paid to said employee during the membership year in question.

- d. Mechanics of Deduction and Transmission of Fees: Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.
- e. Changes: The Association will notify the Board in writing of any changes or lists provided for in Paragraph 2a above and/or the amount of the representation fee, and such changes will be reflected in the subsequent pay period in which the computer can accommodate the change after the Board receives the notice.
- f. Indemnification: The Association shall indemnify, defend and save the Board harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken or not taken by the Board in reliance upon the representation fee information furnished by the Association or its representatives.
- g. The Association shall establish a procedure whereby an employee may challenge the deductions taken for such representation fee. Such demand and return system adopted by the Association shall be in accordance with the appropriate statutory and court rulings.

## ARTICLE 29

### MISCELLANEOUS PROVISIONS

- A. Any individual contract between the Board and an individual employee, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement during its duration shall be controlling.
- B. The Board and the Association agree that there shall be no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of employees or in the application or administration of this Agreement on the basis of race, creed, age, color, religion, national origin, sex, domicile, marital status, handicap or economic status.
- C. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party may do so at the following address:
  - 1. If by Association, to Board at Lincoln School, Thomas Street, Cranford, New Jersey or by mail to Post Office Box 646, Cranford, New Jersey 07016, with a copy thereof, to be sent to the Secretary of the Board of Education.

2. If by Board, to Association at home address of president.

- D. The Board and the Association will each individually reproduce copies of this Agreement, at their respective expense, to meet their respective requirements.
- E. Unless otherwise indicated, the term "teacher" when used in this Agreement shall refer to all certificated employees represented by the Association in the negotiating unit as above defined.
- F. Unless otherwise indicated, references in this Agreement to male employees and teachers shall include female employees and teachers, and words used in the singular shall include words used in the plural where the text so requires.
- G. 1. Teachers who may be required to use their own automobiles in the performance of their duties and teachers who are assigned to more than one (1) school per day shall be reimbursed for all such travel in accordance with existing rules and regulations (Policy No. 3545.6) at the rate of twenty-two and one-half (22.5¢) cents per mile. Teachers who are assigned to more than one (1) school per day shall be reimbursed for all such travel between buildings at the annual rate set forth below:

<u>Distance</u>	<u>Rate</u>
One-half mile	\$ 20.93
One mile	41.85
One and one-half miles	62.78
Two miles	83.70
Two and one-half miles	104.63

The foregoing mileage allowance shall include teachers who are required to travel between schools during their lunch period.

One-half of the annual reimbursement shall be paid at the end of January and the balance at the close of school in June.

In the event a traveling teacher is absent thirty (30) or more days during the school year, a deduction will be made from the payment that is due to reflect the per diem rate.

2. Child Study Team Members, including psychologists, K-8, and learning disability teacher consultants, K-8, shall be reimbursed for in-district travel at the monthly rate of \$14.96, and K-12 social workers shall be reimbursed for in-district travel at the monthly rate of \$29.87 or if they so elect may be compensated at a mileage rate of twenty-two and one-half (22.5¢) cents per mile for in-district travel, provided, however, when such election is made that it thereafter be reimbursed at the twenty-two and one-half (22.5¢) cent rate basis and shall no longer receive the monthly allowance basis for travel reimbursement.
- H. Effective with the school year commencing 1988-89 the Board shall make available a maximum up to Two Thousand Five Hundred (\$2,500.00) Dollars for tuition reimbursement purposes for school custodians, secretaries and clerical personnel and aides.

1. Application for tuition reimbursement shall be made in writing to the Superintendent of Schools within one (1) week after registration for any courses.
2. The Superintendent of Schools shall notify the applicant in writing of the approval or disapproval of his/her request within thirty (30) days of the receipt of the application.
3. The courses taken and/or applied for must be courses which the Superintendent determines will enhance the performance of the applicant in his or her job.
4. Reimbursement for tuition costs will be based upon the person receiving a minimum of "B" for each course.

### ARTICLE 30

#### SEPARABILITY AND SAVINGS

- A. If any provisions of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

### ARTICLE 31

#### THE FOLLOWING PROVISIONS WILL BE APPLICABLE ONLY TO THE CUSTODIAL STAFF

#### A. HOLIDAYS

1. All custodial and maintenance employees covered by this Agreement shall not receive any deductions from their pay for not working holidays set forth as follows:

Independence Day	New Year's Eve Day
Labor Day	New Year's Day
Thanksgiving Day	Martin Luther King Day
Day After Thanksgiving	George Washington's Birthday
Christmas Eve Day	Good Friday
Christmas Day	Memorial Day

2. In addition to the days hereinabove set forth all custodial employees shall receive one additional holiday which shall be designated as such in a calendar of holidays. The employees will be guaranteed 13 holidays. If any of the aforesaid holidays falls on a Saturday or Sunday and are not otherwise observed, the Board will give other days off in substitution therefor, either on an individual basis or during school vacation.

3. School Shutdown

When school is not in session, employees shall be notified in advance of the situation of the shutdown as to whether or not they will be

scheduled or not scheduled for work, as the case may be. If an employee is not scheduled to work, it shall not be considered part of the holiday schedule.

**B. HOURS OF WORK**

1. A work day shall consist of eight (8) consecutive hours exclusive of a lunch period.
2. The normal first shift shall be from 7:30 a.m. to 4:30 p.m. including one (1) hour for lunch.
3. The normal second shift shall be from 11:30 a.m. to 8:00 p.m. including one-half (1/2) hour lunch period.
4. The normal third shift shall be from 3:00 p.m. to 11:30 p.m. including one-half (1/2) hour dinner period.
5. All employees who work the second shift as hereinabove set forth, in addition to their regular pay, shall receive a stipend of \$725.00 per year for 1988-89 and a stipend of \$725.00 per year for 1989-90.
6. All employees who work the third shift as hereinabove set forth, in addition to their regular pay, shall receive a stipend of \$1,045.00 per year for 1988-89 and a stipend of \$1,045.00 per year for 1989-90.
7. Assignments to the second and third shifts shall be offered to the most senior employees and if not filled by the most senior employees volunteering to fill said assignments, then the Board of Education shall assign employees to fill the said assignments in the inverse order of seniority and the third shift shall be filled before the second shift.
8. The Board of Education reserves the right to change work schedules of employees at any time. Any such changes that are brought about by emergency such as, but not limited to, absenteeism of employees, power failure, Act of God, or any other cause which is beyond the control of the Board of Education, shall require no notice of change. All other changes in schedule shall require one (1) week's notice from the Board of Education to any employee affected.

**C. OVERTIME**

1. Overtime shall be distributed as equally as possible among those employees performing the work in the same classifications.
2. Time and one-half the regular rate of pay will be paid to an employee for performing the following work:
  - a. All hours worked in the excess of forty (40) hours in any work week excluding an unpaid lunch period.
  - b. All hours worked on any of the holidays set forth by the Board of Education in the school calendar made applicable to the building services personnel.
  - c. There shall be no duplication of premiums for the same hours of work.

d. It is expected that each and every employee shall perform a reasonable amount of overtime work when assigned.

e. Annual stipend for Head Custodians shall be as follows:

	<u>1988-1989</u>	<u>1989-1990</u>
i. For K-3, K-4, or K-6	\$ 805.00	\$ 805.00
ii. For K-8	\$1125.00	\$1125.00
iii. For the High School- Day Shift	\$2250.00	\$2250.00
iv. For the High School- Night Shift	\$1125.00	\$1125.00
v. For Maintenance Foreperson	\$2370.00	\$2370.00

D. CALL-IN-TIME

1. Any employee called-in to work after the termination of his/her regular shift, or called-in prior to the start of his/her regular shift, shall be paid for such hours called-in at the rate of one and one-half time his/her regular hourly rate of pay. Call-in prior to the start of a scheduled shift will be calculated in accordance with the premiums as herein provided up to the start of the regular scheduled shift. Straight time pay will be paid for the duration of his or her shift. The call-in provisions will not be utilized to deprive an employee of his/her working his/her regularly scheduled work shift.
2. Any employee called-in to work after the termination of his/her regular shift shall be guaranteed two (2) hours' pay at the premium rate of pay hereinabove referred to for work performed that is completed within two (2) hours or less. If the work performed exceeds two (2) hours, then the hours worked, multiplied by the appropriate premium rate, shall be the amount of pay earned for the call-in.
3. Any employee called-in prior to the start of his/her regular shift shall only receive the premium rate for those hours actually worked prior to the start of his/her regular shift.

E. VACATIONS

1. Twelve (12) month employees are entitled to paid vacations as follows:

First year through seventh year or employment	Ten (10) work days
Eighth year through the fourteenth year of employment	Fifteen (15) work days
Fifteen years of service	Sixteen (16) work days
Sixteen years of service	Seventeen (17) work days
Seventeen or more years of service	Twenty (20) work days

All vacation schedules are to be approved by the Superintendent of Schools.

A person who has worked less than a full year on a twelve (12) month contract basis shall be entitled to a vacation allowance on a prorated basis as determined by the Superintendent of Schools (10/12 of a day for each month employed to the nearest half day).

2. Upon termination of employment, personnel on annual contracts will receive compensation for all unused vacation days.
3. All employees entitled to a vacation shall take ten (10) days of the same during the period from the week after school closes for the summer to no later than two (2) weeks before school commences in September. A vacation week may not be split. All employees who are entitled to more than ten (10) days of vacation shall be assigned or shall take the excess vacation beyond ten (10) days between commencement of the school year and June 30th of each school year during inactive periods within the school year. If an employee is unable because of personal reasons, in the opinion of the Superintendent of Schools, to take all or part of his or her annual vacation during or immediately following the school year in which it is earned, such vacation time can be accumulated for a period of one (1) year and if not then utilized shall cease, terminate and expire.
4. Anything herein stated to the contrary notwithstanding, if a building has up to a maximum of three (3) custodial persons or maintenance persons working, then not more than one (1) person from the said school or building may take a vacation period at the same time as another person from the same school or building; in a building or school with five (5) custodial or maintenance persons not more than two (2) persons may take the same vacation period; in a building or school with ten (10) or more custodial or maintenance persons not more than five (5) persons may take the same vacation period. In any case where there is a conflict with respect to the selection of a vacation period the person with the most seniority in the school system shall have a preference to the selection of a vacation period over someone who has less seniority who has selected the same vacation period.
5. Wherever vacation periods conflict with work loads within a respective unit or school, seniority shall prevail within the unit or school, for vacation preference.
6. Any deviation from above shall be approved only in advance by the Superintendent of Schools.
7. Custodians C-1 and C-2 (ten-month employees) shall not be entitled to vacation days, but they shall receive the same holidays as teachers except their work year shall begin September 1st and end on June 30th.

#### F. EVALUATIONS

1. Custodial and maintenance employees shall be given a copy of every evaluation report prepared by his or her evaluators. No such report shall be submitted to the Central Office, placed in a custodial or maintenance person's file, or otherwise acted upon, without prior conference with the custodian or maintenance person. No custodian or maintenance person shall be required to sign a blank or incomplete evaluation form, but he/she shall sign a complete form to indicate that he/she has witnessed the contents of the form. Space shall be provided

on the evaluation form for the custodian's or maintenance person's reaction which he/she will have ten (10) days to prepare after having first witnessed the evaluation form.

2. Each custodian or maintenance person will be provided with copies of all evaluation reports submitted to the Central Office.

G. SALARIES

The salaries of all custodial employees covered by this Agreement are set forth in Schedule D; said Salary Guide, Schedule D, shall be enforced in accordance with existing rules and regulations for application thereof.

H. TENURE

Custodial employees shall be eligible for tenure under provisions of Title 18A after five (5) consecutive years of probationary service in the district.

ARTICLE 32

THE FOLLOWING PROVISIONS WILL BE APPLICABLE  
ONLY TO THE SECRETARIES AND CLERKS

A. HOLIDAYS - OFFICE CALENDAR

1. All twelve (12) month employees covered by this Agreement shall not receive any deductions from their pay for not working holidays set forth as follows:

Independence Day  
Labor Day  
One Day to Attend the NJEA Convention  
One-half Day Prior to Thanksgiving  
Thanksgiving Day  
Day After Thanksgiving  
Christmas Eve Day  
Christmas Day  
New Year's Eve Day  
New Year's Day  
Martin Luther King Day  
George Washington's Birthday  
Good Friday  
Memorial Day  
50% of the Christmas Recess  
50% of the Winter Recess  
50% of the Easter Recess

2. Twelve (12) month secretarial and clerical personnel will be guaranteed 13½ holidays which shall be designated in a calendar of holidays. Additionally they will be guaranteed 50% of the Christmas, Winter and Easter recesses as time off.

If any of the aforesaid holidays falls on a Saturday or Sunday, and are not otherwise observed, the Board will give other days off in

substitution therefor either on an individual basis or during school vacation.

B. SCHOOL SHUTDOWN

1. When school is not in session, the employee shall be notified in advance of the shutdown as to whether or not they will be scheduled or not scheduled for work, as the case may be. If an employee is not scheduled to work, it shall not be considered part of the holiday schedule.
2. Ten (10) month employees shall receive the same holidays as teachers do provided, however, it is recognized that the ten (10) month secretarial and clerical work year commences on September 1st and terminates on June 30th.

C. HOURS OF WORK

1. The normal work day for secretaries and clerks who work in school buildings will be from 8:00 a.m. to 4:00 p.m., including a lunch period of one hour. During the summer when schools are not in session, the work day shall be from 8:00 a.m. to 3:00 p.m., including one hour for lunch. Summer hours are in effect between July 1 and August 31. Summer hours will also be in effect during the Christmas, Winter and Easter Recesses.
2. The normal work day for secretaries and clerks who work in the Central Office shall be from 8:30 a.m. to 4:30 p.m. In the summertime when school is not in session, the work day shall be from 8:00 a.m. to 3:00 p.m. including one hour for lunch. Summer hours are in effect between July 1 and August 31. Summer hours will also be in effect during the Christmas, Winter and Easter Recesses.
3. Overtime shall be paid to secretaries and clerks at the rate of time and one-half their regular hourly rate for all hours worked in excess of thirty-five (35) hours per week.

D. VACATIONS

1. Twelve (12) month employees are entitled to paid vacations as follows:

First year through seventh year of employment	Ten (10) work days
Eighth year through the fourteenth year of employment	Fifteen (15) work days
Fifteen years of service	Sixteen (16) work days
Sixteen years of service	Seventeen (17) work days
Seventeen or more years of service	Twenty (20) work days
2. Ten (10) month secretarial/clerical personnel who are promoted to twelve (12) month positions shall accrue vacation benefits for the total months of service in both positions as follows:

Twelve months through eighty-four  
months of service effective

July 1, 1988

Ten (10) days

Ninety-six months through one  
hundred sixty-eight months  
service effective July 1, 1988

Fifteen (15) days

After one hundred eighty  
months service effective  
July 1, 1988

Sixteen (16) days

After one hundred ninety-two  
months service effective  
July 1, 1988

Seventeen (17) days

After two hundred four months  
service effective July 1, 1988

Twenty (20) days

Any employee in this category who has not worked 12 months as of July 1 shall be entitled to initial vacation benefits prorated to 10/12 of a vacation day for each month employed calculated to the nearest half day.

All vacation schedules are to be approved by the Superintendent of Schools.

A person who has worked less than a full year on a twelve (12) month contract basis shall be entitled to a vacation allowance on a prorated basis as determined by the Superintendent of Schools (10/12 of a day for each month employed to the nearest half day).

3. Wherever vacation periods conflict with work loads within a respective unit or school, seniority shall prevail within the unit or the school, for vacation preference.
4. Any deviation from above shall be approved only in advance by the Superintendent of Schools.
5. Upon termination of employment, personnel on annual contracts will receive compensation for all unused vacation days.
6. Ten (10) month secretarial and clerical employees shall not be entitled to vacation days.

#### E. EVALUATIONS

1. Secretarial and clerical employees shall be given a copy of every evaluation report prepared by his or her evaluators. No such report shall be submitted to the Central Office, placed in a secretarial or clerical person's file, or otherwise acted upon, without prior conference with the secretarial or clerical person. No secretarial or clerical person shall be required to sign a blank or incomplete evaluation form, but he/she shall sign a complete form to indicate that he/she has witnessed the contents of the form. Space shall be provided on the evaluation form for the clerical or secretarial person's reaction which he/she will have ten (10) days to prepare after having first witnessed the evaluation form.

2. Each secretarial or clerical person will be provided with copies of all evaluation reports submitted to the Central Office.
3. Each secretary and clerk shall be evaluated at least once during every work year.

F. SALARIES

The salaries of all secretarial and clerical employees covered by this Agreement are set forth in Schedule E; said Salary Guide, Schedule E, shall be enforced in accordance with existing rules and regulations for application thereof.

- G. The Board of Education agrees that non-tenured employees will be riffed before any tenured employee is riffed provided, however, those employees who remain can perform the required work without additional training.

ARTICLE 33

PROVISIONS APPLICABLE ONLY TO CLASSROOM AIDES,  
CLERICAL AIDES AND THE SCHOOL ATTENDANCE OFFICER

A. CALENDAR

1. The total number of work days shall not exceed 186 days.
2. Employees shall observe the same school calendar as teachers and shall not be required to work on holidays designated on the annual school calendar for teachers.

B. HOURS OF WORK

1. Employees shall work the number of hours as designated in their annual employment contracts.
2. Employees shall have a daily duty-free lunch period as follows:
  - a. Employees, Grades K-6 1 hour
  - b. Employees, Grades 7-8 25 minutes
  - c. Employees, Grades 9-12 25 minutes
  - d. Other (including elementary classroom aides) 1 hour

C. EVALUATIONS

1. Employees shall be given a copy of every evaluation report prepared by his or her evaluators. No such report shall be submitted to the Central Office, placed in a person's file, or otherwise acted upon without prior conference with the employee. No person shall be required to sign a blank or incomplete evaluation form, but he/she shall sign a complete form to indicate that he/she has witnessed the contents of the form. Space shall be provided on the evaluation form for the person's reaction which he/she will have ten (10) days to prepare after having first witnessed the evaluation form.

2. Each person will be provided with copies of all evaluation reports submitted to the Central Office.
3. Each employee shall be evaluated at least once during every work year.

D. EMPLOYEE RIGHTS

1. Any employee who is reduced in compensation or terminated during his or her contract period with the Board shall have the right to challenge the action of the Board as improper through the grievance and arbitration procedure. Grievances arising out of this provision shall be initiated at the Board level and in the event the decision does not resolve the grievance to the satisfaction of the employee grievant, and he/she wishes further review of the grievance, he/she shall follow the procedures as outlined under Article 3, Section B.6. The Association shall have the burden of proof at either level on the issue of cause.
2. All other rights as defined in Article 4 shall apply to employees in this category.

E. SALARIES

1. The salaries of all employees covered by this Article are set forth in Schedule F; said Salary Guide, Schedule F, shall be enforced in accordance with existing rules and regulations for application thereof.

ARTICLE 34

DURATION OF AND EXECUTION OF AGREEMENT

- A. This Agreement shall be effective as of July 1, 1988, except where otherwise provided, and shall continue in effect until June 30, 1990, subject to the Association's right to negotiate over a successor Agreement as provided in Article 2. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.
- B. In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

Attest:

THE BOARD OF EDUCATION OF THE  
TOWNSHIP OF CRANFORD, IN THE  
COUNTY OF UNION

Fred J. Moore  
Secretary

By Loretta A. Smith  
President

Attest:

CRANFORD EDUCATION ASSOCIATION

Karen Laddatta  
Secretary

By Grace Bachmann  
President

SALARY POLICIES FOR NON-ADMINISTRATIVE INSTRUCTIONAL STAFF  
(Effective July 1, 1988 through June 30, 1990)

REGULATIONS

This schedule of salary rates establishes the basis of compensation for the various types of teaching services\* for the 1988-89 and 1989-90 school years.

Initial placement on the guide shall be determined by (a) level of training and (b) years of creditable teaching, teaching-related, or active military services (maximum of four years' credit for military service). Only continuous service (not day-to-day nor on call service) is creditable. Credit for teaching service in non-public schools may be credited in part or in full at the discretion of the Superintendent of Schools. In computing the total years of creditable service, a final fraction of one-half (5 months) or more will be counted as one full year, and a smaller fraction will be dropped.

However, any teacher who has not been actively involved in teaching for more than five (5) consecutive years, shall be given previous outside experience credit based on a formula of one (1) year's credit for every two (2) years previous experience.

Movement from any step on an existing salary guide to the corresponding or next higher step on any succeeding year's salary guide will be granted only for continuing satisfactory service as attested by the Superintendent of Schools and approved by the Board of Education.

Continuous service for as long as five (5) or more months of a school year will be counted as a full year of service for movement to the next higher step. A lesser period of continuous service will not be recognized in determining movement to the next higher step.

Movement from a step on one scale to the corresponding step on the next higher training scale (salary reclassification) becomes effective on September 1st of the year in which the teacher has furnished the Superintendent acceptable evidence of the satisfactory completion of the study required for placement on the higher scale NOT LATER THAN SEPTEMBER THE TENTH OF THE YEAR IN WHICH THE SALARY CHANGE IS TO BE INITIATED: Payment for "salary reclassification" is not retroactive, but is initiated on September 1st of the year the level of training has been duly certified to and accepted by the Superintendent.

College course credit for advancement beyond Scale IV (Master's Scale) will be granted only for graduate courses approved by the Superintendent of Schools.

\*Includes all classroom teachers, all Special Services personnel (except physicians and nurses not holding standard school nurse certificate), and all teachers of "special subjects" employed on a full-time continuing basis. Salaries of teachers employed on a half (1/2) day, continuing basis will be prorated.

## SCHEDULE A

CRANFORD PUBLIC SCHOOLS  
CRANFORD, NEW JERSEYEFFECTIVE JULY 1, 1988I. SALARY POLICY FOR TEACHERS\*

<u>STEP</u>	<u>SCALE I</u> <u>BA DEGREE</u>	<u>SCALE II</u> <u>BA + 15</u>	<u>SCALE III</u> <u>BA + 30</u>	<u>SCALE IV</u> <u>MA DEGREE</u>	<u>SCALE V</u> <u>MA + 15</u>	<u>SCALE VI</u> <u>MA + 30</u>	<u>STEP</u>
1	\$23,000	\$23,250	\$23,795	\$25,125	\$25,480	\$26,485	1
2	23,415	23,665	24,210	25,540	25,895	26,900	2
3	23,915	24,165	24,710	26,040	26,395	27,400	3
4	24,415	24,665	25,210	26,540	26,895	27,900	4
5	24,615	24,865	25,410	26,750	27,105	28,115	5
6	24,815	25,065	25,615	26,965	27,325	28,345	6
7	25,015	25,265	25,820	27,180	27,540	28,570	7
8	25,215	25,465	26,025	27,395	27,760	28,795	8
9	25,415	25,665	26,225	27,605	27,970	29,015	9
10	26,260	26,415	26,720	28,285	28,650	29,690	10
11	26,915	27,080	27,390	29,065	29,425	30,405	11
12	27,585	27,760	28,090	29,860	30,205	31,185	12
13	28,290	28,465	28,795	30,540	30,900	32,020	13
14	29,105	29,280	29,610	31,355	31,715	33,045	14
15	29,820	29,995	30,325	32,060	32,420	33,950	15
16	30,760	30,935	31,265	33,120	33,475	34,970	16
17	31,600	31,775	32,100	34,075	34,430	36,010	17
18	32,595	32,860	33,185	35,140	35,495	37,210	18
19	<u>34,105</u>	<u>34,280</u>	<u>34,600</u>	36,360	36,715	38,305	19
20				<u>38,150</u>	<u>38,505</u>	39,665	20
21						<u>41,035</u>	21

MAXIMUMS

35,965	36,160	36,485	39,975	40,330	42,855
38,035	38,225	38,575	42,070	42,415	45,430
40,325	40,555	40,930	44,440	44,800	46,970

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NOTE 1: Add \$500 at each step of Scale VI for recognition of doctorate.

NOTE 2: An additional \$300 for all personnel paid on this guide who by June 30, 1988 will have completed 20 years of creditable service, with a minimum of 15 years' service completed in Cranford.

NOTE 3: An additional \$500 for all personnel paid on this guide who by June 30, 1988 will have completed 25 years of creditable service, with a minimum of 20 years' service completed in Cranford.

(continued)

II. PSYCHOLOGISTS

Psychologists shall receive a salary differential as follows:  
\$550 for Scale IV; \$715 for Scale V; \$880 for Scale VI.

III. DRIVER EDUCATION TEACHERS (For behind-the-wheel instruction)

Driver Education teachers shall be paid on the basis of \$11.25 per clock hour of behind-the-wheel instruction.

IV. HOME TEACHING

Cranford classroom teachers engaged in home teaching shall be paid on the basis of \$12.50 per clock hour of teaching.

- \* Includes all classroom teachers, all Special Services personnel (except physicians and nurses not holding a standard school nurse certificate), and all teachers of "special subjects" employed on a full-time continuing basis. Salaries of teachers employed on a half day, continuing basis will be prorated.

All newly hired teachers granted credit for outside experience shall be placed on the same step as someone within the district with the same years of credited experience.

## SCHEDULE A

CRANFORD PUBLIC SCHOOLS  
CRANFORD, NEW JERSEYEFFECTIVE JULY 1, 1989I. SALARY POLICY FOR TEACHERS\*

<u>STEP</u>	<u>SCALE I</u> <u>BA DEGREE</u>	<u>SCALE II</u> <u>BA + 15</u>	<u>SCALE III</u> <u>BA + 30</u>	<u>SCALE IV</u> <u>MA DEGREE</u>	<u>SCALE V</u> <u>MA + 15</u>	<u>SCALE VI</u> <u>MA + 30</u>	<u>STEP</u>
1	\$25,000	\$25,270	\$25,865	\$27,315	\$27,705	\$28,800	1
2	25,425	25,695	26,290	27,740	28,130	29,225	2
3	25,875	26,145	26,740	28,190	28,580	29,675	3
4	26,420	26,690	27,285	28,735	29,125	30,220	4
5	26,965	27,235	27,830	29,280	29,670	30,765	5
6	27,305	27,580	28,175	29,640	30,030	31,135	6
7	27,705	27,980	28,585	30,075	30,470	31,595	7
8	28,105	28,380	28,995	30,505	30,905	32,045	8
9	28,505	28,785	29,410	30,940	31,350	32,505	9
10	28,905	29,185	29,815	31,365	31,775	32,950	10
11	29,750	29,925	30,265	32,020	32,425	33,590	11
12	30,405	30,585	30,930	32,800	33,200	34,295	12
13	31,075	31,265	31,630	33,600	33,985	35,075	13
14	31,680	31,875	32,240	34,170	34,570	35,810	14
15	32,495	32,685	33,050	34,975	35,375	36,835	15
16	33,110	33,300	33,665	35,570	35,965	37,645	16
17	34,050	34,240	34,600	36,630	37,020	38,625	17
18	34,790	34,980	35,335	37,485	37,870	39,590	18
19	<u>35,785</u>	<u>36,070</u>	<u>36,420</u>	38,540	38,930	40,790	19
20				<u>39,645</u>	<u>40,010</u>	41,730	20
21						<u>43,090</u>	21

MAXIMUMS

37,195	37,385	37,730	41,435	41,800	44,460
39,055	39,265	39,615	43,260	43,625	46,145
41,055	41,260	41,630	45,310	45,680	48,710
43,210	43,455	43,850	47,495	47,875	50,180

NOTE 1: Add \$500 at each step of Scale VI for recognition of doctorate.

NOTE 2: An additional \$300 for all personnel paid on this guide who by June 30, 1989 will have completed 20 years of creditable service, with a minimum of 15 years' service completed in Cranford.

NOTE 3: An additional \$500 for all personnel paid on this guide who by June 30, 1989 will have completed 25 years of creditable service, with a minimum of 20 years' service completed in Cranford.

(continued)

II. PSYCHOLOGISTS

Psychologists shall receive a salary differential as follows:  
\$550 for Scale IV; \$715 for Scale V; \$880 for Scale VI.

III. DRIVER EDUCATION TEACHERS (For behind-the-wheel instruction)

Driver Education teachers shall be paid on the basis of \$11.25 per clock hour of behind-the-wheel instruction.

IV. HOME TEACHING

Cranford classroom teachers engaged in home teaching shall be paid on the basis of \$12.50 per clock hour of teaching.

\* Includes all classroom teachers, all Special Services personnel (except physicians and nurses not holding a standard school nurse certificate), and all teachers of "special subjects" employed on a full-time continuing basis. Salaries of teachers employed on a half day, continuing basis will be prorated.

All newly hired teachers granted credit for outside experience shall be placed on the same step as someone within the district with the same years of credited experience.

CRANFORD PUBLIC SCHOOLS  
CRANFORD, NEW JERSEY

SALARY SCHEDULE FOR COACHES  
EFFECTIVE JULY 1, 1988 - June 30, 1990

	<u>1988-89</u>	<u>1989-90</u>
<u>FOOTBALL</u>	<u>SALARY</u>	<u>SALARY</u>
Head Varsity Coach	\$4,087	\$4,454
Assistant Varsity Coach	2,441	2,660
Seventh and Eighth Grade Coach	2,032	2,214
<hr/>		
<u>BASKETBALL (boys and girls)</u>		
<u>WRESTLING</u>		
Head Varsity Coach	3,335	3,635
Assistant Head Varsity Coach	2,327	2,536
Assistant Varsity Coach	2,185	2,381
Ninth Grade Head Coach	1,814	1,977
Seventh and Eighth Grade Coach	1,814	1,977
<hr/>		
<u>BASEBALL, FIELD HOCKEY, SOCCER, SOFTBALL,</u>		
<u>SPRING TRACK (boys and girls)</u>		
Head Varsity Coach	2,790	3,041
Assistant Head Varsity Coach	2,092	2,280
Assistant Varsity Coach	1,967	2,144
Ninth Grade Head Coach	1,716	1,870
Seventh and Eighth Grade Coach	1,716	1,870
<hr/>		
<u>CROSS COUNTRY, GYMNASTICS, SWIMMING, WINTER TRACK</u>		
Head Varsity Coach	2,616	2,851
Assistant Varsity Coach	1,885	2,054
Ninth Grade Head Coach	1,684	1,835
Seventh and Eighth Grade Coach	1,684	1,835
<hr/>		
<u>TENNIS</u>		
Head Varsity Coach	2,032	2,214
<hr/>		
<u>VOLLEY BALL</u>		
Head Varsity Coach	2,043	2,226
Assistant Varsity Coach	1,433	1,561
<hr/>		
<u>GOLF</u>		
Head Varsity Coach	1,951	2,126
<hr/>		
<u>BOWLING</u>		
Head Varsity Coach	1,482	1,615
<hr/>		
<u>ATHLETIC TRAINER EQUIPMENT MANAGER</u>		
Fall	1,967	2,144
Winter	1,967	2,144
Spring	1,967	2,144

NOTE: Stipends for coaching positions shall be paid in three (3) installments all of which shall occur during their respective seasons.

## SCHEDULE C

CRANFORD PUBLIC SCHOOLS  
CRANFORD, NEW JERSEYSALARY SCHEDULE FOR NON-ATHLETIC EXTRA ASSIGNMENTS  
INCLUDING INTRAMURALS  
EFFECTIVE JULY 1, 1988 - JUNE 30, 1990

		<u>1988-89</u>	<u>1989-90</u>
		<u>SALARY</u>	<u>SALARY</u>
<u>GROUP A</u>			
Marching Band Director		\$1,615	\$1,900
<u>GROUP B</u>			
Madrigal Director	)	1,372	1,615
School Musical Director, HS	)		
School Play Director, HS	)		
<u>GROUP C</u>			
Choir Director	)	1,227	1,444
Concert Band Director	)		
Marching Band Assistant	)		
Orchestra Director	)		
<u>GROUP D</u>			
Art Services, HS/HAS/OAS	)	1,130	1,330
Assistant Choral Director	)		
Band Front	)		
Choral Music, HAS/OAS	)		
Forensics	)		
Instrumental Music, HAS/OAS	)		
Strings, HAS/OAS (7-8)	)		
<u>GROUP E</u>			
Audio Visual Aids Coord., HS/HAS/OAS	)	1,017	1,197
Cheerleader, Varsity Coach (per season)	)		
Class Advisor, Grade 12	)		
Elementary School Choral Music	)		
Elementary School Instrumental Music	)		
Elementary Strings (3-6)	)		
School Newspaper Advisor, HS	)		
School Yearbook Advisor, HS	)		
School Yearbook Advisor, Business Manager, HS	)		
School Yearbook Advisor, Photography, HS	)		
Student Council Advisor, HS	)		

(continued)

SALARY SCHEDULE FOR NON-ATHLETIC EXTRA ASSIGNMENTS  
INCLUDING INTRAMURALS (cont.)

SCHEDULE C

Page 2

Effective July 1, 1988 - June 30, 1990

	<u>1988-89</u>	<u>1989-90</u>
	<u>SALARY</u>	<u>SALARY</u>
<u>GROUP F</u>		
Cheerleader, Jr. Varsity Coach (per season)	) \$ 484	) \$ 570
Class Advisor, Grades 8,9,10,11	)	)
Costuming for Productions	)	)
School Magazine Advisor, HS	)	)
School Newspaper, HAS/OAS	)	)
School Yearbook, HAS/OAS	)	)
Stage Manager, HS	)	)
Stage Manager for Productions, HS	)	)
Student Council Advisor, Grades 7-8	)	)
<u>GROUP G</u>		
Intramural Sports, Fall, Winter, Spring	) 403	) 475
(per season)	)	)
<u>GROUP H</u>		
Art for Productions	) 258	) 304
Club Sponsors	)	)
Make-up for Productions	)	)
Student Council Advisor, Grades K-6	)	)

NOTE 1: Clubs with fewer than ten active members and receiving less than 20 hours of the sponsor's time will not be eligible for extra compensation.

NOTE 2: Teacher participants in "Tournament of Champions" and "Special Olympics" shall receive \$50 per meet. Teacher participants must have the prior approval of the Director of Special Services in order to be compensated for their services at these events.

SCHEDULE D

GRANFORD PUBLIC SCHOOLS  
GRANFORD, NEW JERSEY

SALARY POLICIES FOR BUILDING SERVICES PERSONNEL  
EFFECTIVE JULY 1, 1988 - JUNE 30, 1990

REGULATIONS

1. For the purpose of initial placement on the appropriate scale for building service personnel and maintenance personnel, credit for prior comparable or equivalent service, outside the school system, may be granted by the Superintendent of Schools. All newly hired building personnel granted credit for outside experience shall be placed on the same step as someone within the district with the same years of credited experience.
2. Advancement on the schedule may be achieved by annual increments and/or promotions to higher ranking assignments and scales upon the recommendation of the Superintendent of Schools and approval of the Board of Education. In the case of promotion to a higher scale, the individual will be placed on the higher scale at a step which provides at least one-half (1/2) of the increase between the employee's existing salary and the salary at the same step on the promotional column. Each year thereafter the employee shall advance up to two (2) steps on the promotional column until the employee reaches the step on the promotional column which represents a lateral promotional move plus normal annual advancement.
3. Full-time, twelve-month personnel employed prior to January 1st will be eligible for a full increment for the following year. Full-time ten-month personnel employed prior to February 1st will be eligible for a full increment the following year.
4. Deviations from normal work schedules, including extra work assignments, shall be approved in advance by the Superintendent of Schools.
5. The work schedule for first shift custodians will be from 7:00 a.m. to 3:30 p.m. (including one-half (1/2) hour for lunch) during the Christmas and Spring recesses and during the period July 1 through August 31..
6. Approved extra work assignments for non-administrative building services personnel beyond the regular work week shall be compensated at the rate of 1-1/2 times the regular hourly salary and shall be determined by dividing the annual salary by 2,080 hours for twelve-month employees and 1,720 hours for ten-month employees.

CRANFORD PUBLIC SCHOOLS  
CRANFORD, NEW JERSEY

SALARY POLICY FOR BUILDING SERVICES PERSONNEL  
EFFECTIVE JULY 1, 1988

<u>STEP</u>	<u>SCALE C-2</u> Basic Custodial <u>10 Months</u>	<u>SCALE C-2</u> Basic Custodial <u>12 Months</u>	<u>SCALE C-3</u> Advanced Custodial <u>12 Months</u>	<u>SCALE C-4</u> Maintenance <u>12 Months</u>	<u>STEP</u>
A	\$13,025	\$15,635	\$15,870	\$18,005	A
B	13,275	15,935	16,170	18,330	B
C	13,650	16,385	16,620	18,830	C
D	14,045	16,860	17,110	19,330	D
E	14,480	17,385	17,630	20,055	E
F	14,955	17,950	18,195	20,780	F
G	15,475	18,575	18,870	21,505	G
H	16,010	19,220	19,470	22,255	H
I	16,565	19,885	20,135	23,195	I
J	<u>17,100</u>	<u>20,525</u>	20,775	24,140	J
K			21,425	25,140	K
L			<u>22,125</u>	26,140	L
M				<u>27,240</u>	M

MAXIMUMS

17,640	21,175	24,100	28,340
18,070	21,695	25,805	29,535
19,680	23,625	27,735	30,730

NOTE 1: An additional \$150 for all personnel paid on this guide who by June 30, 1988 will have completed 20 years of creditable service, with a minimum of 15 years' service completed in Cranford.

NOTE 2: An additional \$250 for all personnel paid on this guide who by June 30, 1988 will have completed 25 years of creditable service, with a minimum of 20 years' service completed in Cranford.

ANNUAL STIPENDS: (Paid in addition to regular salary.)

Elementary School Head Custodian (K-3, 4-6, K-6, C.O.):	\$ 805
K-8 Head Custodian:	1,125
High School Head Custodian (1st shift):	2,250
High School Head Custodian (3rd shift):	1,125
Maintenance Foreperson:	2,370

ANNUAL SHIFT DIFFERENTIALS: (Paid in addition to regular salary.)

Second Shift	\$ 725
Third Shift	1,045

## SCHEDULE D

CRANFORD PUBLIC SCHOOLS  
CRANFORD, NEW JERSEYSALARY POLICY FOR BUILDING SERVICES PERSONNEL  
EFFECTIVE JULY 1, 1989

<u>STEP</u>	<u>SCALE C-2</u> <u>Basic</u> <u>Custodial</u> <u>10 Months</u>	<u>SCALE C-2</u> <u>Basic</u> <u>Custodial</u> <u>12 Months</u>	<u>SCALE C-3</u> <u>Advanced</u> <u>Custodial</u> <u>12 Months</u>	<u>SCALE C-4</u> <u>Maintenance</u> <u>12 Months</u>	<u>STEP</u>
A	\$14,325	\$17,195	\$17,430	\$19,540	A
B	14,575	17,495	17,730	19,865	B
C	14,825	17,795	18,030	20,190	C
D	15,200	18,245	18,480	20,690	D
E	15,595	18,720	18,970	21,190	E
F	16,030	19,245	19,490	21,915	F
G	16,500	19,810	20,055	22,640	G
H	17,025	20,435	20,730	23,365	H
I	17,560	21,080	21,330	24,115	I
J	<u>18,115</u>	<u>21,745</u>	21,995	25,055	J
K			22,635	26,000	K
L			<u>23,285</u>	27,000	L
M				<u>28,000</u>	M

MAXIMUMS

19,480	23,385	23,985	29,100
19,550	23,470	25,960	30,200
19,620	23,555	27,665	31,395
21,230	25,485	29,595	32,590

NOTE 1: An additional \$150 for all personnel paid on this guide who by June 30, 1989 will have completed 20 years of creditable service, with a minimum of 15 years' service completed in Cranford.

NOTE 2: An additional \$250 for all personnel paid on this guide who by June 30, 1989 will have completed 25 years of creditable service, with a minimum of 20 years' service completed in Cranford.

ANNUAL STIPENDS: (Paid in addition to regular salary.)

Elementary School Head Custodian (K-3, 4-6, K-6, C.O.):	\$ 805
K-8 Head Custodian:	1,125
High School Head Custodian (1st shift):	2,250
High School Head Custodian (3rd shift):	1,125
Maintenance Foreperson:	2,370

ANNUAL SHIFT DIFFERENTIALS: (Paid in addition to regular salary.)

Second Shift	\$ 725
Third Shift	1,045

SCHEDULE E

CRANFORD PUBLIC SCHOOLS  
CRANFORD, NEW JERSEY

SALARY POLICIES FOR OFFICE PERSONNEL  
EFFECTIVE JULY 1, 1988 - JUNE 30, 1990

REGULATIONS

1. Credit for prior office experience, may be granted by the Superintendent of Schools for initial placement on the appropriate scale. All newly hired office personnel granted credit for outside experience shall be placed on the same step as someone within the district with the same years of credited experience.
2. Advancement on the schedule may be achieved by annual increments and/or promotions to higher ranking assignments and scales upon the recommendation of the Superintendent of Schools and approval of the Board of Education. In the case of promotion to a higher scale, the individual will be placed on the higher scale at a step which provides at least one-half (1/2) of the increase between the employee's existing salary and the salary at the same step on the promotional column. Each year thereafter the employee shall advance up to two (2) steps on the promotional column until the employee reaches the step on the promotional column which represents a lateral promotional move plus normal annual advancement.
3. Full-time twelve-month personnel employed prior to January 1st will be eligible for a full increment the following year. Full-time ten-month personnel employed prior to February 1st will be eligible for a full increment the following year.
4. Deviations from normal work schedules, including extra work assignments, shall be approved in advance by the Superintendent of Schools.
5. In the event the Superintendent determines that it is desirable for ten-month clerical or secretarial personnel to work prior to the opening of school, they shall be compensated only for the actual hours worked on an hourly rate, extra compensation basis, based on their annual salary. Work prior to the opening of school shall be on a voluntary basis, and personnel involved shall be given at least two weeks' advance notice for same.

SCHEDULE E

CRANFORD PUBLIC SCHOOLS  
CRANFORD, NEW JERSEY

SALARY POLICY FOR OFFICE PERSONNEL  
EFFECTIVE JULY 1, 1988

STEP	<u>SCALE II</u>		<u>SCALE III</u>	<u>SCALE IV</u>		<u>SCALE V</u>	<u>SCALE VI</u>	STEP
	General Clerk (A)	General Clerk (B)	Secretary	Secretary (A)	Bookkeeper (B)	Head Secretary K-8	Supt. Office Supervisor, Secy. 9-12	
	10 Mos.	12 Mos.	10 Mos.	12 Mos.	12 Mos.	12 Mos.	12 Mos.	
A	\$10,110	\$12,100	\$11,895	\$14,255	\$16,200	\$17,140	\$17,940	A
B	10,355	12,400	12,160	14,575	16,500	17,465	18,265	B
C	10,735	12,865	12,575	15,075	16,965	17,975	18,775	C
D	11,115	13,330	12,990	15,575	17,430	18,485	19,285	D
E	11,600	13,925	13,520	16,210	18,020	19,135	19,935	E
F	12,095	14,520	14,085	16,890	18,610	19,785	20,585	F
G	12,730	15,280	14,675	17,595	19,200	20,485	21,285	G
H	13,365	16,045	15,465	18,545	20,190	21,185	21,985	H
I	13,925	16,715	16,340	19,595	21,180	21,930	22,085	I
J	14,485	17,785	17,215	20,645	22,780	22,680	23,480	J

MAXIMUMS

16,060	19,280	18,175	21,795	23,360	24,125	24,925
17,645	21,180	18,960	23,035	24,540	25,570	26,370
18,200	21,560	19,750	24,275	25,720	27,020	27,820

NOTE 1: An additional \$150 for all personnel paid on this guide who by June 30, 1988 will have completed 20 years of creditable service, with a minimum of 15 years' service completed in Cranford.

NOTE 2: An additional \$250 for all personnel paid on this guide who by June 30, 1988 will have completed 25 years of creditable service, with a minimum of 20 years' service completed in Cranford.

## SCHEDULE E

CRANFORD PUBLIC SCHOOLS  
CRANFORD, NEW JERSEYSALARY POLICY FOR OFFICE PERSONNEL  
EFFECTIVE JULY 1, 1989

STEP	<u>SCALE II</u>		<u>SCALE III</u>	<u>SCALE IV</u>		<u>SCALE V</u>	<u>SCALE VI</u>	STEP
	General Clerk		Secretary	Secretary	Bookkeeper	Head	Supt. Office	
	(A)	(B)		(A)	(B)	Secretary	Supervisor, Secy. 9-12	
	10 Mos.	12 Mos.	10 Mos.	12 Mos.	12 Mos.	12 Mos.	12 Mos.	
A	\$11,225	\$13,425	\$12,990	\$15,560	\$17,525	\$18,440	\$19,240	A
B	11,470	13,725	13,255	15,880	17,825	18,765	19,565	B
C	11,715	14,025	13,520	16,200	18,125	19,090	19,890	C
D	12,095	14,490	13,935	16,700	18,590	19,600	20,400	D
E	12,475	14,955	14,350	17,200	19,055	20,110	20,910	E
F	12,960	15,550	14,480	17,835	19,645	20,760	21,560	F
G	13,455	16,145	15,445	18,515	20,235	21,410	22,210	G
H	14,090	16,905	16,035	19,220	20,825	22,110	22,910	H
I	14,725	17,670	16,825	20,170	21,815	22,810	23,610	I
J	15,285	18,340	17,700	21,220	22,805	23,555	23,710	J

MAXIMUMS

15,845	19,410	18,575	22,270	24,405	24,305	25,105
17,420	20,905	19,535	23,420	24,985	25,750	26,550
19,005	22,805	20,320	24,680	26,165	27,195	27,995
19,560	23,185	21,110	25,900	27,375	28,645	29,445

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SCHEDULE F

GRANFORD PUBLIC SCHOOLS  
GRANFORD, NEW JERSEY

SALARY SCHEDULE FOR AIDES AND ATTENDANCE OFFICER  
EFFECTIVE JULY 1, 1988 - JUNE 30, 1990

CLERICAL AIDES

<u>Years</u>	<u>Hours</u>	<u>1988-89 Salary</u>	<u>1989-90 Salary</u>
1	4	\$4,509	\$4,689
2-4	4	4,717	4,915
5	4	4,925	5,141
6 or more	4	5,141	5,372
7 or more	4	--	5,602
1	4.5	5,073	5,276
2-4	4.5	5,307	5,530
5	4.5	5,541	5,784
6 or more	4.5	5,784	6,043
7 or more	4.5	--	6,303
1	6	6,762	7,030
2-4	6	7,075	7,371
5	6	7,388	7,712
6 or more	6	7,712	8,058
7 or more	6	--	8,403

CLASSROOM AIDES

<u>Years</u>	<u>Hours</u>		
<u>(High School Certificate)</u>			
1	5	5,534	5,805
2-4	5	5,757	6,032
5	5	5,980	6,259
6 or more	5	6,240	6,519
7 or more	5	--	6,798
<u>(2 Yrs. College)</u>			
1	5	6,539	6,807
2-4	5	6,836	7,128
5	5	7,133	7,449
6 or more	5	7,440	7,775
7 or more	5	--	8,110
<u>(2 Yrs. College)</u>			
1	6	7,846	8,167
2-4	6	8,203	8,553
5	6	8,560	8,939
6 or more	6	8,928	9,330
7 or more	6	--	9,732

(continued)

SALARY SCHEDULE FOR AIDES &  
ATTENDANCE OFFICER (cont.)

SCHEDULE F  
Page 2

Effective July 1, 1988 - June 30, 1990

CLASSROOM AIDES (cont.)

<u>Years</u>	<u>Hours</u>	<u>1988-89</u> <u>Salary</u>	<u>1989-90</u> <u>Salary</u>
<u>(4 Yrs. College)</u>			
1	5	7,766	8,095
2-4	5	8,110	8,465
5	5	8,454	8,835
6 or more	5	8,835	9,216
7 or more	5	--	9,635

(4 Yrs. College)

1	6	9,320	9,716
2-4	6	9,732	10,159
5	6	10,144	10,602
6 or more	6	10,602	11,060
7 or more	6	--	11,562

ATTENDANCE OFFICER

1	5	8,788	9,142
2-4	5	9,188	9,579
5	5	9,588	10,016
6 or more	5	10,025	10,453
7 or more	5	--	10,928